

# Fiscal Year 2023 Budget Request

Office of the Secretary of State



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Secretary of State

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## SECRETARY OF STATE'S OFFICE

The major divisions within the Secretary of State's office are: Administrative Rules, Business Services, Elections, Fiscal and Facilities, Human Resources, Information Technology, Records Services, Securities, and State Library.

The Administrative Rules Division publishes proposed rules and emergency rules in the *Missouri Register*. An agency may file an emergency rule if the agency finds an immediate danger to the public health, safety or welfare requiring emergency action or if the emergency rule is necessary to preserve a compelling governmental interest that requires an early effective date. The Division also publishes final rules monthly in the *Code of State Regulations*.

The Business Services Division is comprised of four units: Notaries and Commissions, Corporations, Uniform Commercial Code (UCC) and Safe at Home. The Commissions unit commissions notaries public and certifies notaries for foreign documents, elected officials and the State Registrar of Vital Records. It also authenticates acts of the Governor and maintains bonds and oaths of office for state officials. The Corporations unit is responsible for registration of Missouri and out-of-state businesses doing business in the state, including for profit and nonprofit corporations and specialized businesses. The UCC unit perfects personal property liens and other creditor interests under the UCC. The division also registers trademarks and service marks and keeps a registry of all marks. The division oversees the Safe at Home address confidentiality program, which helps protect survivors of sexual assault, rape, stalking, human trafficking, domestic violence or other crimes by providing a substitute mailing address to use on new records they create with government agencies and the courts.

The Elections Division oversees all statewide elections, for both candidates and issues, which are run at the local level by Missouri's 116 local election authorities (county clerks or election boards). Missouri has more than four million registered voters, and in the 2020 November general election, over 3 million voters went to the polls. Candidates for the six constitutional state offices, U.S. Congress, the General Assembly, and circuit judges not covered by the non-partisan court plan, file for election with the Secretary of State. The Secretary of State also certifies statewide ballot measures that are proposed by the General Assembly or through the referendum or the initiative petition process. It is the responsibility of the office to canvass, certify and publish election results.

The Fiscal and Facilities Division provides fiscal, budget, procurement, facilities management support, and general office services to the Secretary of State's office.

The Human Resources Division provides human resource services and personnel needs to the Secretary of State's office.

The Information Technology Services Division is responsible for developing, maintaining, and monitoring the information systems within the Secretary of State's office to ensure information is functional, accessible, and secured for use by the Secretary of State's office, other state departments, counties and the general public. The division is continually implementing cybersecurity measures to maintain and advance overall information security within the Office.

The Records Services Division has three sections: Missouri State Archives, Local Records and Records Management. It is responsible for managing both current and historical records of the state to ensure those records are accessible to Missouri citizens. It is also responsible for assisting local governments in records preservation and management. The Records Services Division, in conjunction with the Missouri State Library, oversees MissouriDigitalHeritage.com, a statewide program to expand historical information accessible on the Internet.

The Securities Division is responsible for protecting Missouri investors from fraud and for ensuring that firms and individuals that sell securities comply with the securities laws in the state. The division enforces the Missouri Securities Act of 2003. The division is organized into three sections: investor education, enforcement, and registration. The Securities Division also oversees the Missouri Investor Protection Center, which creates and promotes investor education initiatives designed to educate and assist both current and future investors.

The Missouri State Library provides library and reference services to Missouri state government, provides library services to the blind and physically disabled, and promotes the development and improvement of library services for citizens throughout the state. The Library Development section supports libraries through consulting, administration of grant programs, continuing education and statewide programs to improve the quality of library service for all Missouri citizens. The Reference Services section delivers library services, including access to research databases, to meet the needs of state government. Wolfner Talking Book and Braille Library serves as the public library for Missourians unable to use standard print because of a visual or physical disability.

Auditor's Reports, Oversight Evaluations, and Missouri Sunset Act Reports

Program or Division Name	Type of Report	Date Issued	Website
Office of the Secretary of State July 1, 2016 to January 9, 2017	Audit	06/2017	<a href="https://app.auditor.mo.gov/Repository/Press/2017057321581.pdf">https://app.auditor.mo.gov/Repository/Press/2017057321581.pdf</a>



**NEW DECISION ITEM**  
**RANK:** 1 **OF** 5

<b>Department</b> Secretary of State	<b>Budget Unit</b> 23140C
<b>Division</b> All Divisions	
<b>DI Name</b> Pay Plan - FY 2022 Cost to Continue <b>DI#</b> 0000013	<b>HB Section</b> 12.055

**1. AMOUNT OF REQUEST**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	78,700	5,580	21,688	105,968
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>78,700</b>	<b>5,580</b>	<b>21,688</b>	<b>105,968</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	26,380	1,870	7,270	35,520
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

	FY 2023 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input checked="" type="checkbox"/> Pay Plan	<input type="checkbox"/> Other: _____	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The FY 2022 budget includes appropriation authority for a 2% pay increase for employees beginning January 1, 2022. The remaining six months were unfunded, but the stated intent of the legislature was to provide the funding in FY 2023.

NEW DECISION ITEM  
RANK: 1 OF 5

<b>Department</b> Secretary of State	<b>Budget Unit</b> 23140C
<b>Division</b> All Divisions	
<b>DI Name</b> Pay Plan - FY 2022 Cost to Continue <b>DI#</b> 0000013	<b>HB Section</b> 12.055

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

The appropriated amount for the Fiscal Year 2022 pay plan was based on a 2% pay increase for employees beginning January 1, 2022. The Fiscal Year 2023 requested amount is equivalent to the remaining six months in order to provide the core funding necessary for a full fiscal year.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
100-Salaries and Wages	78,700		5,580		21,688		105,968	0.0	
<b>Total PS</b>	<b>78,700</b>	<b>0.0</b>	<b>5,580</b>	<b>0.0</b>	<b>21,688</b>	<b>0.0</b>	<b>105,968</b>	<b>0.0</b>	<b>0</b>
<b>Grand Total</b>	<b>78,700</b>	<b>0.0</b>	<b>5,580</b>	<b>0.0</b>	<b>21,688</b>	<b>0.0</b>	<b>105,968</b>	<b>0.0</b>	<b>0</b>

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
100-Salaries and Wages							0		
<b>Total PS</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>
<b>Grand Total</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
SECRETARY OF STATE								
Pay Plan FY22-Cost to Continue - 0000013								
ADMINISTRATIVE ASSISTANT	0	0.00	0	0.00	309	0.00	0	0.00
REGIONAL VOTER ID REP	0	0.00	0	0.00	771	0.00	0	0.00
EDITOR IN CHIEF	0	0.00	0	0.00	567	0.00	0	0.00
DIRECTOR OF PUBLICATIONS	0	0.00	0	0.00	574	0.00	0	0.00
LOCAL RECORDS DIRECTOR	0	0.00	0	0.00	639	0.00	0	0.00
COMMISSIONER OF SECURITIES	0	0.00	0	0.00	1,021	0.00	0	0.00
DIRECTOR OF BUS SERVICES	0	0.00	0	0.00	853	0.00	0	0.00
RECORDS MANAGEMENT DIRECTOR	0	0.00	0	0.00	544	0.00	0	0.00
SENIOR SPECIALIST	0	0.00	0	0.00	429	0.00	0	0.00
EXECUTIVE SECRETARY	0	0.00	0	0.00	603	0.00	0	0.00
LEG LIAISON/SPEC ASST TO SOS	0	0.00	0	0.00	447	0.00	0	0.00
CORPORATIONS SPECIALIST I	0	0.00	0	0.00	794	0.00	0	0.00
CORPORATIONS SPECIALIST II	0	0.00	0	0.00	2,314	0.00	0	0.00
CORPORATIONS SPECIALIST III	0	0.00	0	0.00	3,522	0.00	0	0.00
CORPORATIONS SPECIALIST IV	0	0.00	0	0.00	1,377	0.00	0	0.00
CASH SPECIALIST II	0	0.00	0	0.00	584	0.00	0	0.00
CASH SPECIALIST III	0	0.00	0	0.00	328	0.00	0	0.00
CASH SPECIALIST IV	0	0.00	0	0.00	1,068	0.00	0	0.00
COMMISSIONS SPECIALIST I	0	0.00	0	0.00	570	0.00	0	0.00
COMMISSIONS SPECIALIST III	0	0.00	0	0.00	657	0.00	0	0.00
EDITOR	0	0.00	0	0.00	723	0.00	0	0.00
DR OF REC SRV AND ST ARCHIVIST	0	0.00	0	0.00	948	0.00	0	0.00
ASSISTANT STATE ARCHIVIST	0	0.00	0	0.00	614	0.00	0	0.00
CORPORATIONS SUPERVISOR IV	0	0.00	0	0.00	828	0.00	0	0.00
RECORDS ANALYST	0	0.00	0	0.00	818	0.00	0	0.00
OUTREACH VOTER ID SPECIALIST	0	0.00	0	0.00	311	0.00	0	0.00
COMMISSIONS SUPERVISOR IV	0	0.00	0	0.00	414	0.00	0	0.00
REVENUE MANAGER	0	0.00	0	0.00	488	0.00	0	0.00
ADMINISTRATIVE ARCHIVIST	0	0.00	0	0.00	450	0.00	0	0.00
PUBLICATIONS SPECIALIST II	0	0.00	0	0.00	373	0.00	0	0.00
INVESTIGATOR III	0	0.00	0	0.00	230	0.00	0	0.00
COMPUTER INFO TECH II	0	0.00	0	0.00	265	0.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>Pay Plan FY22-Cost to Continue - 0000013</b>								
COMPUTER INFO TECH III	0	0.00	0	0.00	782	0.00	0	0.00
ARCHIVIST	0	0.00	0	0.00	9,571	0.00	0	0.00
ARCHIVES TECHNICIAN	0	0.00	0	0.00	1,146	0.00	0	0.00
ARCHIVES TECHNICIAN II	0	0.00	0	0.00	306	0.00	0	0.00
PART-TIME OTHER	0	0.00	0	0.00	564	0.00	0	0.00
OFFICE SUPPORT TECHNICIAN	0	0.00	0	0.00	131	0.00	0	0.00
RECORDS CENTER MANAGER	0	0.00	0	0.00	768	0.00	0	0.00
ADMINISTRATIVE AIDE I	0	0.00	0	0.00	279	0.00	0	0.00
HUMAN RESOURCES MANAGER	0	0.00	0	0.00	542	0.00	0	0.00
DIRECTOR-FIELD OPERATIONS	0	0.00	0	0.00	1,585	0.00	0	0.00
GRANTS & ELECTIONS SPECIALIST	0	0.00	0	0.00	786	0.00	0	0.00
GRANT OFFICER	0	0.00	0	0.00	505	0.00	0	0.00
COMPLIANCE EXAMINER	0	0.00	0	0.00	1,275	0.00	0	0.00
LIBRARIAN II	0	0.00	0	0.00	1,753	0.00	0	0.00
INVESTIGATOR IV	0	0.00	0	0.00	464	0.00	0	0.00
COMPLIANCE EXAMINER I	0	0.00	0	0.00	586	0.00	0	0.00
COMPLIANCE EXAMINER II	0	0.00	0	0.00	465	0.00	0	0.00
STATE LIBRARIAN	0	0.00	0	0.00	884	0.00	0	0.00
READER ADVISOR	0	0.00	0	0.00	2,575	0.00	0	0.00
REFERENCE SERVICES MANAGER	0	0.00	0	0.00	500	0.00	0	0.00
DIR OF FISCAL & FACILITIES	0	0.00	0	0.00	884	0.00	0	0.00
CIRCULATION PROCESSING ASST	0	0.00	0	0.00	1,641	0.00	0	0.00
CIRCULATION MANAGER	0	0.00	0	0.00	412	0.00	0	0.00
PT OTHER-RESEARCH ANALYST I	0	0.00	0	0.00	140	0.00	0	0.00
CONSERVATOR	0	0.00	0	0.00	1,760	0.00	0	0.00
CONSERVATOR TECHNICIAN	0	0.00	0	0.00	304	0.00	0	0.00
INVESTIGATOR I	0	0.00	0	0.00	787	0.00	0	0.00
INVESTIGATOR II	0	0.00	0	0.00	580	0.00	0	0.00
LIBRARIAN	0	0.00	0	0.00	402	0.00	0	0.00
COMPUTER INFO TECH SPEC I	0	0.00	0	0.00	4,943	0.00	0	0.00
DIRECTOR LIBRARY DEV	0	0.00	0	0.00	652	0.00	0	0.00
LIBRARY CONSULTANT	0	0.00	0	0.00	2,279	0.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>Pay Plan FY22-Cost to Continue - 0000013</b>								
DIRECTOR REF SERVICES	0	0.00	0	0.00	534	0.00	0	0.00
ADMINISTRATIVE AIDE III	0	0.00	0	0.00	1,295	0.00	0	0.00
DIRECTOR-WOLFNER LIBRARY	0	0.00	0	0.00	670	0.00	0	0.00
READER SERVICES MANAGER	0	0.00	0	0.00	491	0.00	0	0.00
PRODUCTION & SPEC PROJECTS MGR	0	0.00	0	0.00	456	0.00	0	0.00
COMMS & PUBLIC RELATIONS SPEC	0	0.00	0	0.00	357	0.00	0	0.00
DEPUTY CHIEF INFO OFFICER	0	0.00	0	0.00	791	0.00	0	0.00
COMPUTER INFO TECH I	0	0.00	0	0.00	428	0.00	0	0.00
COMP INFO TECH IV	0	0.00	0	0.00	526	0.00	0	0.00
CHIEF INFORMATION OFFICER	0	0.00	0	0.00	929	0.00	0	0.00
STRATEGIC PROJECT MANAGER	0	0.00	0	0.00	546	0.00	0	0.00
TECH I	0	0.00	0	0.00	515	0.00	0	0.00
TECH II	0	0.00	0	0.00	5,276	0.00	0	0.00
TECH III	0	0.00	0	0.00	659	0.00	0	0.00
MANAGING EDITOR	0	0.00	0	0.00	389	0.00	0	0.00
ACCOUNTANT I	0	0.00	0	0.00	350	0.00	0	0.00
COMPUTER INFO TECH TRAINEE	0	0.00	0	0.00	639	0.00	0	0.00
COMPUTER INFO TECH SPEC II	0	0.00	0	0.00	1,409	0.00	0	0.00
TECH IV	0	0.00	0	0.00	643	0.00	0	0.00
PROCUREMENT OFFICER	0	0.00	0	0.00	453	0.00	0	0.00
RESEARCH ANALYST I	0	0.00	0	0.00	689	0.00	0	0.00
SECURITIES OFFICE MANAGER	0	0.00	0	0.00	554	0.00	0	0.00
SENIOR RECORDS ANALYST	0	0.00	0	0.00	436	0.00	0	0.00
COMMUNICATIONS DIRECTOR	0	0.00	0	0.00	832	0.00	0	0.00
RECEPTIONIST II	0	0.00	0	0.00	374	0.00	0	0.00
GRAPHIC ARTS SPECIALIST II	0	0.00	0	0.00	708	0.00	0	0.00
DIRECTOR OF ENFORCEMENT	0	0.00	0	0.00	780	0.00	0	0.00
DEP DIR OF BUSINESS SERVICES	0	0.00	0	0.00	667	0.00	0	0.00
INVESTOR EDUCATION SPECIALIST	0	0.00	0	0.00	788	0.00	0	0.00
PRINC ASST FOR BOARDS & COMMS	0	0.00	0	0.00	416	0.00	0	0.00
LEGAL COUNSEL	0	0.00	0	0.00	852	0.00	0	0.00
SECURITIES SPECIALIST	0	0.00	0	0.00	337	0.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>Pay Plan FY22-Cost to Continue - 0000013</b>								
CHIEF COUNSEL	0	0.00	0	0.00	780	0.00	0	0.00
SUPERVISING ARCHIVIST	0	0.00	0	0.00	442	0.00	0	0.00
ELECTIONS SPECIALIST	0	0.00	0	0.00	776	0.00	0	0.00
MCVR ADMINISTRATOR	0	0.00	0	0.00	478	0.00	0	0.00
PROGRAM MANAGER	0	0.00	0	0.00	566	0.00	0	0.00
IMAGING SERVICES MANAGER	0	0.00	0	0.00	448	0.00	0	0.00
COMPLIANCE AUDITOR	0	0.00	0	0.00	377	0.00	0	0.00
ACCOUNTING ANALYST I	0	0.00	0	0.00	485	0.00	0	0.00
PARALEGAL	0	0.00	0	0.00	403	0.00	0	0.00
SECURITIES ENFORCEMENT COUNSEL	0	0.00	0	0.00	1,557	0.00	0	0.00
ELECTIONS SUPPORT ASSISTANT	0	0.00	0	0.00	366	0.00	0	0.00
SENIOR COMPLIANCE EXAMINER	0	0.00	0	0.00	250	0.00	0	0.00
CENTRAL SERVICES TECHNICIAN	0	0.00	0	0.00	691	0.00	0	0.00
CENTRAL SERVICES SUPERVISOR	0	0.00	0	0.00	425	0.00	0	0.00
DIR VULNERABLE CONSTITUENT SVS	0	0.00	0	0.00	539	0.00	0	0.00
DIR OF ELECTIONS & INFO TECHN	0	0.00	0	0.00	513	0.00	0	0.00
COMMUNICATIONS SPEC III	0	0.00	0	0.00	412	0.00	0	0.00
ACCOUNTING SPECIALIST III	0	0.00	0	0.00	904	0.00	0	0.00
YOUTH SVS LIBRARIAN/CONSULTANT	0	0.00	0	0.00	416	0.00	0	0.00
PERSONNEL ANALYST II	0	0.00	0	0.00	440	0.00	0	0.00
DIRECTOR OF ELECTIONS/COUNSEL	0	0.00	0	0.00	670	0.00	0	0.00
SENIOR ELECTION DIRECTOR	0	0.00	0	0.00	670	0.00	0	0.00
LEGISLATIVE LIAISON	0	0.00	0	0.00	386	0.00	0	0.00
GENERAL COUNSEL	0	0.00	0	0.00	1,034	0.00	0	0.00
EXEC DEPUTY SOS/CHIEF OF STAFF	0	0.00	0	0.00	1,082	0.00	0	0.00
DEPUTY CHIEF OF STAFF	0	0.00	0	0.00	989	0.00	0	0.00



# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
SECRETARY OF STATE								
Pay Plan FY22-Cost to Continue - 0000013								
INTERIM LEAD	0	0.00	0	0.00	396	0.00	0	0.00
TOTAL - PS	0	0.00	0	0.00	105,968	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$105,968	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$79,012	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$5,268	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$21,688	0.00		0.00

NEW DECISION ITEM  
RANK: 2 OF 5

Department: _____ Division: _____ DI Name: MCCCEO GA EO Pay Plan-CTC      DI# 0000014	Budget Unit <u>23140C</u> HB Section <u>12.055</u>
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**1. AMOUNT OF REQUEST**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	1,347	0	0	1,347
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>1,347</b>	<b>0</b>	<b>0</b>	<b>1,347</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	452	0	0	452
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: \_\_\_\_\_

	FY 2023 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: \_\_\_\_\_

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input checked="" type="checkbox"/> Pay Plan	<input type="checkbox"/> Other: _____	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The FY 2022 budget includes appropriation authority for a 2.5% pay increase for statewide elected officials and members of the General Assembly, consistent with the recommendations of the Missouri Citizens' Commission for the Compensation of Elected Officials (MCCCEO), beginning January 1, 2022. The remaining six months were unfunded, but the stated intent of the legislature was to provide the funding in FY 2023.

The recipients of this pay plan were excluded from the statewide 2% pay plan for which there is also a cost to continue.



NEW DECISION ITEM  
RANK: 2 OF 5

Department:	Budget Unit	23140C
Division:		
DI Name: MCCCEO GA EO Pay Plan-CTC	DI# 0000014	HB Section 12.055

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

The appropriated amount for the Fiscal Year 2022 pay plan was based on a 2.5% pay increase for statewide elected officials and members of the General Assembly beginning January 1, 2022. The Fiscal Year 2023 requested amount is equivalent to the remaining six months in order to provide the core funding necessary for a full fiscal year.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
100-Salaries and Wages	1,347						1,347	0.0	
<b>Total PS</b>	<b>1,347</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>1,347</b>	<b>0.0</b>	<b>0</b>
<b>Grand Total</b>	<b>1,347</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>1,347</b>	<b>0.0</b>	<b>0</b>

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
100-Salaries and Wages							0		
<b>Total PS</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>
<b>Grand Total</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>0</b>

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
SECRETARY OF STATE								
MCCCEO GA EO Pay Plan-CTC - 0000014								
SECRETARY OF STATE	0	0.00	0	0.00	1,347	0.00	0	0.00
TOTAL - PS	0	0.00	0	0.00	1,347	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$1,347	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$1,347	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23140C
<b>Division</b>	All Divisions - See Program Descriptions		
<b>Core</b>	Operating Core	<b>HB Section</b>	12.055

**1. CORE FINANCIAL SUMMARY**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
<b>PS</b>	8,057,651	563,569	2,190,538	10,811,758
<b>EE</b>	1,580,225	152,574	4,059,113	5,791,912
<b>PSD</b>	45,001	0	0	45,001
<b>TRF</b>	0	0	0	0
<b>Total</b>	<b>9,682,877</b>	<b>716,143</b>	<b>6,249,651</b>	<b>16,648,671</b>
<b>FTE</b>	<b>205.76</b>	<b>12.80</b>	<b>48.74</b>	<b>267.30</b>

<b>Est. Fringe</b>	5,745,555	378,310	1,455,474	7,579,339
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Technology Trust Fund (0266) - 28.160 RSMo  
 Local Records (0577) - 59.319 RSMo  
 Investor Education & Protection (0829) - 409.006.601 RSMo  
 Wolfner Library Trust Fund (0928) -181.150 RSMo

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
<b>PS</b>	0	0	0	0
<b>EE</b>	0	0	0	0
<b>PSD</b>	0	0	0	0
<b>TRF</b>	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Technology Trust Fund (0266) - 28.160 RSMo  
 Local Records (0577) - 59.319 RSMo  
 Investor Education & Protection (0829) - 409.006.601 RSMo  
 Wolfner Library Trust Fund (0928) -181.150 RSMo

**2. CORE DESCRIPTION**

This core represents all operating expenses for the Secretary of State of the of nine separate divisions: Administrative Services, Executive Services, Elections, Record Services, Administrative Rules, Securities, Business Services, Information Technology Services, and Library Services.

**3. PROGRAM LISTING (list programs included in this core funding)**

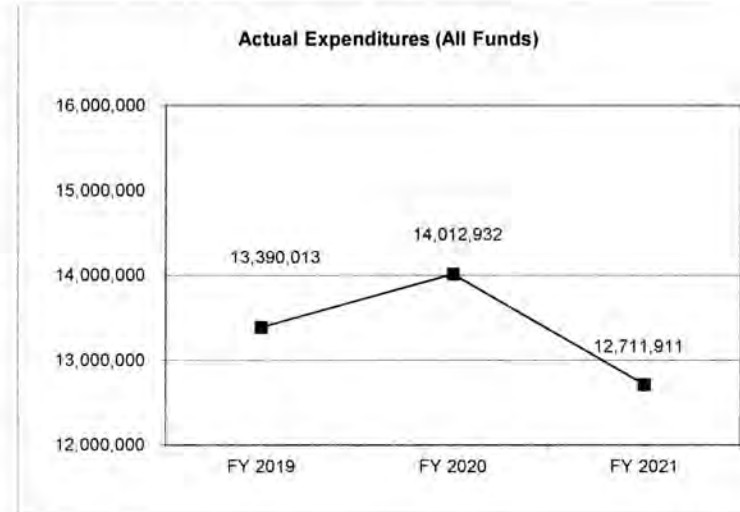
Administrative Services - Fiscal, Central Services, and Publications  
 Executive Services - Executive, Legal Staff, Human Resources, and Communications  
 Elections  
 Record Services - Archives, Records Management, and Local Records  
 Administrative Rules  
 Securities  
 Business Services  
 Information Technology Services  
 Library Services - Administration, Library Reference, Library Development, and Wolfner

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23140C
<b>Division</b>	All Divisions - See Program Descriptions		
<b>Core</b>	Operating Core	<b>HB Section</b>	12.055

**4. FINANCIAL HISTORY**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Current Yr.</b>
Appropriation (All Funds)	16,798,719	16,860,065	16,541,356	16,648,671
Less Reverted (All Funds)	0	0	0	0
Less Restricted (All Funds)	0	0	0	0
Budget Authority (All Funds)	16,798,719	16,860,065	16,541,356	16,648,671
Actual Expenditures (All Funds)	13,390,013	14,012,932	12,711,911	N/A
Unexpended (All Funds)	3,408,706	2,847,133	3,829,445	N/A
Unexpended, by Fund:				
General Revenue	29,600	116,102	561,324	N/A
Federal	319,670	392,518	219,301	N/A
Other	3,059,436	1,988,513	3,048,820	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

FY18 to FY19 appropriation was decreased by \$2,600,783. \$1,500,000 in federal appropriation was removed. GR voter ID was decreased to \$250,000 from \$1,500,000. Wolfner Trust Fund was increased by \$54,500 for a one-time decision item and the pay plan increased by \$94,717. FY19 to FY20 appropriation was increased by \$61,346. Wolfner Trust Fund was decreased by \$54,500, 2 FTE were eliminated by \$135,162, and the pay plan increased by \$251,008. FY20 to FY21 appropriation was decreased by \$318,709. FY21 includes a core reduction of \$475,000 in E & E and the pay plan increased the core by \$156,291. In FY21, \$350,000 of GR E & E was restricted. \$250,000 was voter ID and an additional \$100,000 of GR E & E was voluntarily restricted due to the budget crisis.

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
SECRETARY OF STATE

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PS	267.30	8,057,651	563,569	2,190,538	10,811,758	
	EE	0.00	1,580,225	152,574	4,059,113	5,791,912	
	PD	0.00	45,001	0	0	45,001	
	<b>Total</b>	<b>267.30</b>	<b>9,682,877</b>	<b>716,143</b>	<b>6,249,651</b>	<b>16,648,671</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PS	267.30	8,057,651	563,569	2,190,538	10,811,758	
	EE	0.00	1,580,225	152,574	4,059,113	5,791,912	
	PD	0.00	45,001	0	0	45,001	
	<b>Total</b>	<b>267.30</b>	<b>9,682,877</b>	<b>716,143</b>	<b>6,249,651</b>	<b>16,648,671</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	267.30	8,057,651	563,569	2,190,538	10,811,758	
	EE	0.00	1,580,225	152,574	4,059,113	5,791,912	
	PD	0.00	45,001	0	0	45,001	
	<b>Total</b>	<b>267.30</b>	<b>9,682,877</b>	<b>716,143</b>	<b>6,249,651</b>	<b>16,648,671</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>SECRETARY OF STATE</b>									
<b>CORE</b>									
PERSONAL SERVICES									
GENERAL REVENUE	7,767,048	177.44	8,057,651	205.76	8,057,651	205.76	0	0.00	
ELECTION ADMIN IMPROVEMENT	222,296	4.44	294,316	6.00	294,316	6.00	0	0.00	
SEC OF STATE-FEDERAL FUNDS	199,891	6.20	269,253	6.80	269,253	6.80	0	0.00	
SEC OF ST TECHNOLOGY TRUST	248,079	4.89	396,997	8.00	396,997	8.00	0	0.00	
LOCAL RECORDS PRESERVATION	534,212	12.58	1,089,990	25.24	1,089,990	25.24	0	0.00	
INVESTOR EDUC & PROTECTION	213,121	4.22	703,551	15.50	703,551	15.50	0	0.00	
TOTAL - PS	9,184,647	209.77	10,811,758	267.30	10,811,758	267.30	0	0.00	
EXPENSE & EQUIPMENT									
GENERAL REVENUE	1,234,548	0.00	1,580,225	0.00	1,580,225	0.00	0	0.00	
SEC OF STATE-FEDERAL FUNDS	69,075	0.00	152,574	0.00	152,574	0.00	0	0.00	
SEC OF ST TECHNOLOGY TRUST	2,102,828	0.00	3,161,180	0.00	3,161,180	0.00	0	0.00	
LOCAL RECORDS PRESERVATION	25,600	0.00	319,969	0.00	319,969	0.00	0	0.00	
INVESTOR EDUC & PROTECTION	48,745	0.00	547,964	0.00	547,964	0.00	0	0.00	
SEC OF ST-WOLFNER LIBRARY	6,558	0.00	30,000	0.00	30,000	0.00	0	0.00	
TOTAL - EE	3,487,354	0.00	5,791,912	0.00	5,791,912	0.00	0	0.00	
PROGRAM-SPECIFIC									
GENERAL REVENUE	39,910	0.00	45,001	0.00	45,001	0.00	0	0.00	
TOTAL - PD	39,910	0.00	45,001	0.00	45,001	0.00	0	0.00	
<b>TOTAL</b>	<b>12,711,911</b>	<b>209.77</b>	<b>16,648,671</b>	<b>267.30</b>	<b>16,648,671</b>	<b>267.30</b>	<b>0</b>	<b>0.00</b>	
<b>Pay Plan FY22-Cost to Continue - 0000013</b>									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	0	0.00	79,012	0.00	0	0.00	
ELECTION ADMIN IMPROVEMENT	0	0.00	0	0.00	2,915	0.00	0	0.00	
SEC OF STATE-FEDERAL FUNDS	0	0.00	0	0.00	2,353	0.00	0	0.00	
SEC OF ST TECHNOLOGY TRUST	0	0.00	0	0.00	3,930	0.00	0	0.00	
LOCAL RECORDS PRESERVATION	0	0.00	0	0.00	10,793	0.00	0	0.00	
INVESTOR EDUC & PROTECTION	0	0.00	0	0.00	6,965	0.00	0	0.00	
TOTAL - PS	0	0.00	0	0.00	105,968	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>105,968</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	

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# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
SECRETARY OF STATE									
MCCCEO GA EO Pay Plan-CTC - 0000014									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	0	0.00	1,347	0.00	0	0.00	
TOTAL - PS	0	0.00	0	0.00	1,347	0.00	0	0.00	
TOTAL	0	0.00	0	0.00	1,347	0.00	0	0.00	
GRAND TOTAL	\$12,711,911	209.77	\$16,648,671	267.30	\$16,755,986	267.30	\$0	0.00	

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### FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 23140C	<b>DEPARTMENT:</b> Secretary of State
<b>BUDGET UNIT NAME:</b> Operating Core	<b>DIVISION:</b> All Divisions

**1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.**

100%	Fund	0101	0073	Personal Service	\$ 8,057,651
100%	Fund	0101	0077	Expense and Equipment	1,625,226
100%	Fund	0157	4490	Personal Service	294,316
100%	Fund	0195	4193	Personal Service	269,253
100%	Fund	0195	4194	Expense and Equipment	152,574
100%	Fund	0266	2221	Personal Service	396,997
100%	Fund	0266	2222	Expense and Equipment	3,161,180
100%	Fund	0577	9491	Personal Service	1,089,990
100%	Fund	0577	9492	Expense and Equipment	319,969
100%	Fund	0829	5532	Personal Service	703,551
100%	Fund	0829	5533	Expense and Equipment	547,964
100%	Fund	0928	4195	Expense and Equipment	30,000
				Total	\$16,648,671

#### DEPARTMENT REQUEST

Section	PS or EE	Core	% Flex Requested	Flex Request Amount
HB 12.055	PS	\$10,811,758	100%	\$10,811,758
HB 12.055	E & E	\$5,836,913	100%	\$5,836,913
Total				\$16,648,671



### FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 23140C	<b>DEPARTMENT:</b> Secretary of State
<b>BUDGET UNIT NAME:</b> Operating Core	<b>DIVISION:</b> All Divisions

**2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.**

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	\$0	No utilization planned at this time.

**3. Please explain how flexibility was used in the prior and/or current years.**

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
The flexibility option for the operating core was not used in Fiscal Year 2021.	Unknown at this time

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
SECRETARY OF STATE								
CORE								
SECRETARY OF STATE	107,746	1.00	109,093	1.00	109,093	1.00	0	0.00
ADMINISTRATIVE ASSISTANT	29,613	0.96	31,209	1.00	31,209	1.00	0	0.00
REGIONAL VOTER ID REP	0	0.00	77,919	2.00	77,919	2.00	0	0.00
PERSONNEL OFFICER	26,780	0.54	54,704	1.00	0	0.00	0	0.00
EDITOR IN CHIEF	56,849	1.00	57,287	1.00	57,287	1.00	0	0.00
DIRECTOR OF PUBLICATIONS	57,644	1.00	58,011	1.00	58,011	1.00	0	0.00
LOCAL RECORDS DIRECTOR	63,900	1.00	64,528	1.00	64,528	1.00	0	0.00
COMMISSIONER OF SECURITIES	102,084	1.00	103,101	1.00	103,101	1.00	0	0.00
DIRECTOR OF BUS SERVICES	85,710	1.00	86,162	1.00	86,162	1.00	0	0.00
RECORDS MANAGEMENT DIRECTOR	54,420	1.00	54,954	1.00	54,954	1.00	0	0.00
SENIOR SPECIALIST	43,003	1.00	43,294	1.00	43,294	1.00	0	0.00
EXECUTIVE SECRETARY	61,957	1.03	60,927	1.00	60,927	1.00	0	0.00
LEG LIAISON/SPEC ASST TO SOS	44,736	1.00	45,178	1.00	45,178	1.00	0	0.00
CORPORATIONS SPECIALIST I	68,117	2.29	80,234	3.00	80,234	3.00	0	0.00
CORPORATIONS SPECIALIST II	199,372	6.38	193,730	6.50	326,290	10.50	0	0.00
CORPORATIONS SPECIALIST III	256,186	7.48	435,692	28.01	268,732	23.01	0	0.00
CORPORATIONS SPECIALIST IV	143,934	4.02	139,077	4.00	139,077	4.00	0	0.00
CASH SPECIALIST I	30,233	1.03	29,474	1.00	0	0.00	0	0.00
CASH SPECIALIST II	16,303	0.56	29,474	1.00	29,474	1.00	0	0.00
CASH SPECIALIST III	33,987	1.00	33,156	1.00	27,378	1.00	0	0.00
CASH SPECIALIST IV	105,037	2.89	107,853	3.00	143,105	4.00	0	0.00
COMMISSIONS SPECIALIST I	54,551	1.84	57,562	2.00	57,562	2.00	0	0.00
COMMISSIONS SPECIALIST II	1,216	0.04	0	0.00	0	0.00	0	0.00
COMMISSIONS SPECIALIST III	66,984	1.97	66,368	2.00	66,368	2.00	0	0.00
EDITOR	36,720	1.00	37,076	1.00	35,953	1.00	0	0.00
DR OF REC SRV AND ST ARCHIVIST	94,812	1.00	95,748	1.00	95,748	1.00	0	0.00
ASSISTANT STATE ARCHIVIST	43,180	0.71	62,009	1.00	15,505	0.25	0	0.00
CORPORATIONS SUPERVISOR IV	83,759	1.95	83,665	2.00	83,665	2.00	0	0.00
RECORDS ANALYST	80,832	2.00	82,629	2.00	82,629	2.00	0	0.00
OUTREACH VOTER ID SPECIALIST	0	0.00	31,386	1.00	0	0.00	0	0.00
COMMISSIONS SUPERVISOR IV	42,931	1.00	41,833	1.00	41,833	1.00	0	0.00
REVENUE MANAGER	49,329	1.00	49,311	1.00	49,311	1.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
SECRETARY OF STATE								
CORE								
ADMINISTRATIVE ARCHIVIST	45,000	1.00	45,450	1.00	45,450	1.00	0	0.00
EDITOR II	1,593	0.04	0	0.00	37,076	1.00	0	0.00
PUBLICATIONS SPECIALIST II	1,630	0.04	0	0.00	37,688	1.00	0	0.00
PUBLICATIONS SPECIALIST	35,765	0.96	37,688	1.00	0	0.00	0	0.00
INVESTIGATOR III	19,487	0.46	0	0.00	40,908	1.00	0	0.00
COMPUTER INFO TECH II	6,564	0.14	26,770	1.00	26,770	1.00	0	0.00
COMPUTER INFO TECH III	86,840	1.83	141,042	3.00	49,906	1.00	0	0.00
ARCHIVIST	637,200	15.35	866,354	19.99	939,751	21.99	0	0.00
ARCHIVES TECHNICIAN	112,194	3.92	115,687	4.00	115,687	4.00	0	0.00
ARCHIVES TECHNICIAN II	30,624	1.00	30,914	1.00	30,914	1.00	0	0.00
PART-TIME OTHER	33,722	1.34	56,930	2.50	56,930	2.50	0	0.00
OFFICE SUPPORT TECHNICIAN	15,735	0.58	13,222	0.50	13,222	0.50	0	0.00
RECORDS CENTER MANAGER	41,640	1.00	45,094	1.00	45,094	1.00	0	0.00
ADMINISTRATIVE AIDE I	0	0.00	0	0.00	28,139	1.00	0	0.00
HUMAN RESOURCES MANAGER	24,310	0.46	0	0.00	54,704	1.00	0	0.00
DIRECTOR-FIELD OPERATIONS	129,743	2.45	160,052	3.00	160,052	3.00	0	0.00
GRANTS & ELECTIONS SPECIALIST	3,479	0.08	0	0.00	71,089	2.00	0	0.00
GRANT OFFICER	50,436	1.00	50,982	1.00	50,982	1.00	0	0.00
COMPLIANCE EXAMINER	38,808	1.00	111,321	3.00	107,397	3.00	0	0.00
LIBRARIAN II	171,528	3.96	177,092	4.00	177,092	4.00	0	0.00
INVESTIGATOR IV	46,368	1.00	46,827	1.00	46,827	1.00	0	0.00
COMPLIANCE EXAMINER I	37,669	1.00	59,170	1.00	59,170	1.00	0	0.00
COMPLIANCE EXAMINER II	40,500	1.00	46,950	1.00	46,950	1.00	0	0.00
COMPLIANCE EXAMINER III	22,913	0.54	42,723	1.00	0	0.00	0	0.00
STATE LIBRARIAN	88,592	1.00	89,271	1.00	89,271	1.00	0	0.00
READER ADVISOR	113,644	3.72	260,059	7.00	260,059	7.00	0	0.00
CLERK II	34,275	1.25	55,388	2.00	0	0.00	0	0.00
CLERK IV	20,438	0.63	33,011	1.00	0	0.00	0	0.00
REFERENCE SERVICES MANAGER	49,944	1.00	50,483	1.00	50,483	1.00	0	0.00
CLERK I	16,849	0.63	52,020	2.00	0	0.00	0	0.00
DIR OF FISCAL & FACILITIES	6,250	0.08	0	0.00	88,400	1.00	0	0.00
CIRCULATION PROCESSING ASST	147,377	5.37	165,747	5.80	165,747	5.80	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
SECRETARY OF STATE								
CORE								
CIRCULATION MANAGER	41,160	1.00	41,573	1.00	41,573	1.00	0	0.00
PT OTHER-RESEARCH ANALYST I	0	0.00	14,103	1.00	14,103	0.75	0	0.00
CONSERVATOR	160,455	4.00	177,802	4.50	177,802	4.50	0	0.00
CONSERVATOR TECHNICIAN	29,202	1.00	30,673	1.00	30,673	1.00	0	0.00
SECURITIES REG SPECIALIST	20,417	0.54	38,069	1.00	0	0.00	0	0.00
INVESTOR ED SPECIALIST	19,339	0.50	79,637	2.00	37,361	1.00	0	0.00
INVESTIGATOR I	21,320	0.54	79,495	2.00	39,348	1.00	0	0.00
INVESTIGATOR II	73,353	1.78	81,813	3.00	81,052	3.00	0	0.00
SECURITIES REG SPECIALIST II	17,963	0.46	0	0.00	0	0.00	0	0.00
LIBRARIAN	39,725	0.99	40,576	1.00	42,045	1.00	0	0.00
COMPUTER INFO TECH SPEC I	265,499	4.42	305,368	5.00	442,155	8.00	0	0.00
DIRECTOR LIBRARY DEV	65,172	1.00	65,806	1.00	65,806	1.00	0	0.00
LIBRARY CONSULTANT	227,808	5.00	230,219	5.00	230,219	5.00	0	0.00
DIRECTOR REF SERVICES	53,202	1.00	53,960	1.00	53,960	1.00	0	0.00
ADMINISTATIVE AIDE II	29,337	0.96	30,918	1.00	0	0.00	0	0.00
ADMINISTRATIVE AIDE III	123,751	3.75	133,446	4.00	130,717	4.00	0	0.00
VOLUNTEER & REC STUDIO MNGR	20,521	0.46	46,044	1.00	0	0.00	0	0.00
DIRECTOR-WOLFNER LIBRARY	66,972	1.00	67,636	1.00	67,636	1.00	0	0.00
READER SERVICES MANAGER	33,858	0.92	49,616	1.00	49,616	1.00	0	0.00
PRODUCTION & SPEC PROJECTS MGR	26,125	0.46	0	0.00	46,044	1.00	0	0.00
COMMS & PUBLIC RELATIONS SPEC	3,750	0.08	0	0.00	36,102	1.00	0	0.00
COMPUTER INFO TECH MANAGER II	5,500	0.08	0	0.00	65,882	1.00	0	0.00
DEPUTY CHIEF INFO OFFICER	78,715	1.00	79,853	1.00	79,853	1.00	0	0.00
COMPUTER INFO TECH I	36,094	0.88	43,263	1.00	74,747	2.00	0	0.00
COMP INFO TECH IV	52,495	1.00	53,085	1.00	45,568	1.00	0	0.00
CHIEF INFORMATION OFFICER	93,153	1.00	93,839	1.00	93,839	1.00	0	0.00
STRATEGIC PROJECT MANAGER	29,575	0.54	55,141	1.00	55,141	1.00	0	0.00
TECH I	30,310	1.10	28,139	1.00	26,010	1.00	0	0.00
TECH II	467,705	15.83	476,826	16.00	560,604	19.00	0	0.00
TECH III	71,852	2.21	65,577	2.00	66,555	2.00	0	0.00
MANAGING EDITOR	35,901	0.92	39,274	1.00	39,274	1.00	0	0.00
ACCOUNTANT I	0	0.00	35,351	1.00	35,351	1.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
SECRETARY OF STATE								
CORE								
ASSOCIATE EDITOR	33,051	0.96	35,953	1.00	0	0.00	0	0.00
COMPUTER INFO TECH TRAINEE	27,764	0.92	64,479	2.00	0	0.00	0	0.00
COMPUTER INFO TECH SPEC II	151,899	2.12	142,346	2.00	203,089	3.00	0	0.00
TECH IV	0	0.00	0	0.00	63,300	2.00	0	0.00
PROCUREMENT OFFICER	11,669	0.29	0	0.00	45,715	1.00	0	0.00
RESEARCH ANALYST I	135,861	4.03	137,024	4.00	143,031	4.00	0	0.00
SECURITIES OFFICE MANAGER	55,333	1.00	55,964	1.00	55,964	1.00	0	0.00
SENIOR RECORDS ANALYST	43,584	1.00	44,048	1.00	44,048	1.00	0	0.00
COMMUNICATIONS DIRECTOR	0	0.00	0	0.00	83,996	1.00	0	0.00
RECEPTIONIST II	37,440	1.00	37,807	1.00	37,807	1.00	0	0.00
GRAPHIC ARTS SPECIALIST II	12,920	0.33	0	0.00	71,493	2.00	0	0.00
GRAPHIC ARTS SPECIALIST I	59,000	1.67	71,493	2.00	0	0.00	0	0.00
DIRECTOR OF INV PRO & ED	27,807	0.54	51,845	1.00	0	0.00	0	0.00
DIRECTOR OF ENFORCEMENT	74,785	0.96	78,808	1.00	78,808	1.00	0	0.00
DEP DIR OF BUSINESS SERVICES	66,944	1.00	67,397	1.00	67,397	1.00	0	0.00
INVESTOR EDUCATION SPECIALIST	21,138	0.50	0	0.00	42,276	1.00	0	0.00
PRINC ASST FOR BOARDS & COMMS	41,640	1.00	42,035	1.00	42,035	1.00	0	0.00
LEGAL COUNSEL	14,640	0.24	0	0.00	86,093	1.00	0	0.00
SECURITIES SPECIALIST	7,236	0.21	34,031	1.00	34,031	1.00	0	0.00
CHIEF COUNSEL	78,037	1.00	78,808	1.00	78,808	1.00	0	0.00
HISTORICAL EDUCATOR	2,526	0.06	32,900	1.00	0	0.00	0	0.00
SUPERVISING ARCHIVIST	50,289	1.14	44,620	1.00	44,620	1.00	0	0.00
ELECTIONS SPECIALIST	146,452	3.78	157,823	4.00	118,120	3.00	0	0.00
MCVR ADMINISTRATOR	47,820	1.00	48,274	1.00	48,274	1.00	0	0.00
COMPUTER INFO TECH MANAGER I	92,336	1.44	131,763	2.00	0	0.00	0	0.00
ACCOUNTING SPECIALIST II	38,409	0.79	48,998	1.00	0	0.00	0	0.00
PROGRAM MANAGER	57,993	1.00	57,192	1.00	57,192	1.00	0	0.00
IMAGING SERVICES MANAGER	36,752	0.88	45,231	1.00	45,231	1.00	0	0.00
COMPLIANCE AUDITOR	0	0.00	0	0.00	38,069	1.00	0	0.00
ACCOUNTING ANALYST II	91,932	2.00	91,314	2.00	45,657	1.00	0	0.00
ACCOUNTING ANALYST I	0	0.00	0	0.00	48,998	1.00	0	0.00
PROGRAM SPECIALIST	17,466	0.54	32,536	1.00	0	0.00	0	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
SECRETARY OF STATE								
CORE								
PARALEGAL	40,272	1.00	40,672	1.00	40,672	1.00	0	0.00
SECURITIES ENFORCEMENT COUNSEL	75,005	1.04	157,257	4.50	157,257	4.50	0	0.00
ELECTIONS SUPPORT ASSISTANT	36,576	1.00	36,925	1.00	36,925	1.00	0	0.00
SENIOR COMPLIANCE EXAMINER	20,961	0.46	0	0.00	46,647	1.00	0	0.00
CENTRAL SERVICES TECHNICIAN	68,364	2.01	69,758	2.00	69,758	2.00	0	0.00
CENTRAL SERVICES SUPERVISOR	42,528	1.00	42,939	1.00	42,939	1.00	0	0.00
DIR OF FISCAL/HR/FACILITIES	81,037	0.92	89,284	1.00	884	0.00	0	0.00
PROCUREMENT OFFICER III	9,680	0.21	0	0.00	0	0.00	0	0.00
PROGRAM SPECIALIST II	16,060	0.46	0	0.00	32,536	1.00	0	0.00
DIRADRL/ACTDPDRSOS/ELC/ACTSECCM	11,845	0.18	0	0.00	0	0.00	0	0.00
COMMUNICATIONS ASST	23,832	0.67	36,102	1.00	0	0.00	0	0.00
DEPUTY DIR OF BUSINESS SRVS	9,687	0.25	0	0.00	0	0.00	0	0.00
COMMUNICATIONS SPECIALIST II	27,480	0.67	41,620	1.00	0	0.00	0	0.00
DIR OF PUB AFFAIRS & STRAT COMM	66,354	0.80	83,996	1.00	0	0.00	0	0.00
DIR VULNERABLE CONSTITUENT SVS	22,434	0.42	54,440	1.00	54,440	1.00	0	0.00
DIR OF ELECTIONS & INFO TECHN	25,355	0.46	0	0.00	51,845	1.00	0	0.00
COMMUNICATIONS SPEC III	13,397	0.30	0	0.00	41,620	1.00	0	0.00
ACCOUNTING SPECIALIST III	10,608	0.21	0	0.00	45,657	1.00	0	0.00
YOUTH SVS LIBRARIAN/CONSULTANT	41,640	1.01	42,045	1.00	40,576	1.00	0	0.00
PERSONNEL ANALYST I	31,312	0.79	44,430	1.00	0	0.00	0	0.00
PERSONNEL ANALYST II	8,740	0.21	0	0.00	44,430	1.00	0	0.00
DIRECTOR OF ELECTIONS	33,480	0.50	67,625	1.00	0	0.00	0	0.00
DIRECTOR OF ELECTIONS/COUNSEL	57,322	0.86	67,624	1.00	67,624	1.00	0	0.00
SENIOR ELECTION DIRECTOR	37,500	0.50	0	0.00	67,625	1.00	0	0.00
DEPUTY GEN ELECTIONS/COUNSEL	45,971	0.54	86,093	1.00	0	0.00	0	0.00
PROCUREMENT OFFICER II	22,632	0.50	45,715	1.00	0	0.00	0	0.00
LEGISLATIVE LIAISON	0	0.00	39,000	1.00	39,000	1.00	0	0.00
GENERAL COUNSEL	103,428	1.00	104,450	1.00	104,450	1.00	0	0.00
EXEC DEPUTY SOS/CHIEF OF STAFF	108,156	1.00	109,232	1.00	109,232	1.00	0	0.00
DEPUTY CHIEF OF STAFF	98,880	1.00	99,869	1.00	99,869	1.00	0	0.00
INTERIM LEAD	18,117	0.46	0	0.00	34,400	1.00	0	0.00
TOTAL - PS	9,184,647	209.77	10,811,758	267.30	10,811,758	267.30	0	0.00



# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	10,972	0.00	70,154	0.00	70,154	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	21,834	0.00	21,834	0.00	0	0.00
FUEL & UTILITIES	0	0.00	5	0.00	5	0.00	0	0.00
SUPPLIES	701,823	0.00	928,729	0.00	928,729	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	81,712	0.00	108,790	0.00	108,790	0.00	0	0.00
COMMUNICATION SERV & SUPP	139,259	0.00	168,223	0.00	168,223	0.00	0	0.00
PROFESSIONAL SERVICES	363,881	0.00	982,821	0.00	982,821	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	5,235	0.00	3,875	0.00	3,875	0.00	0	0.00
M&R SERVICES	1,532,493	0.00	1,642,081	0.00	1,642,081	0.00	0	0.00
COMPUTER EQUIPMENT	558,002	0.00	1,601,311	0.00	1,601,311	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	32,436	0.00	32,436	0.00	0	0.00
OFFICE EQUIPMENT	21,714	0.00	90,515	0.00	90,515	0.00	0	0.00
OTHER EQUIPMENT	63,882	0.00	33,859	0.00	33,859	0.00	0	0.00
PROPERTY & IMPROVEMENTS	591	0.00	18,024	0.00	18,024	0.00	0	0.00
BUILDING LEASE PAYMENTS	675	0.00	35,342	0.00	35,342	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	2,768	0.00	23,851	0.00	23,851	0.00	0	0.00
MISCELLANEOUS EXPENSES	4,347	0.00	30,062	0.00	30,062	0.00	0	0.00
<b>TOTAL - EE</b>	<b>3,487,354</b>	<b>0.00</b>	<b>5,791,912</b>	<b>0.00</b>	<b>5,791,912</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	39,910	0.00	45,001	0.00	45,001	0.00	0	0.00
<b>TOTAL - PD</b>	<b>39,910</b>	<b>0.00</b>	<b>45,001</b>	<b>0.00</b>	<b>45,001</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$12,711,911</b>	<b>209.77</b>	<b>\$16,648,671</b>	<b>267.30</b>	<b>\$16,648,671</b>	<b>267.30</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$9,041,506	177.44	\$9,682,877	205.76	\$9,682,877	205.76		0.00
FEDERAL FUNDS	\$491,262	10.64	\$716,143	12.80	\$716,143	12.80		0.00
OTHER FUNDS	\$3,179,143	21.69	\$6,249,651	48.74	\$6,249,651	48.74		0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Administrative Services

**Program is found in the following core budget(s):** Operating Core

**1a. What strategic priority does this program address?**

Assist in meeting the statutory and constitutional requirements of the Secretary of State.

**1b. What does this program do?**

The core request is to allow continued service to the agency for staffing and expenditures with fiscal, human resources, facilities, publications, and central services.

**2a. Provide an activity measure(s) for the program.**

The Administrative Services Division is responsible for the budget, procurement, accounts payable, accounts receivable, grants tracking, CAFR reporting, SEFA reporting, facilities requests, human resources, all statutorily required printing of publications, surplus property, mail delivery, fleet vehicles, and all other general administrative duties.

Publications is responsible for the Official Manual, Constitution updates and printing, as well as the General Assembly roster, Election Law handbooks, and the Missouri roster.

**2b. Provide a measure(s) of the program's quality.**

**2c. Provide a measure(s) of the program's impact.**

Without this appropriation, budgeting, vendor payments, procurement, financial reporting, mailroom, storeroom, publications, human resources, and fleet management at the current level for the Office of the Secretary of State would not be possible.



## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

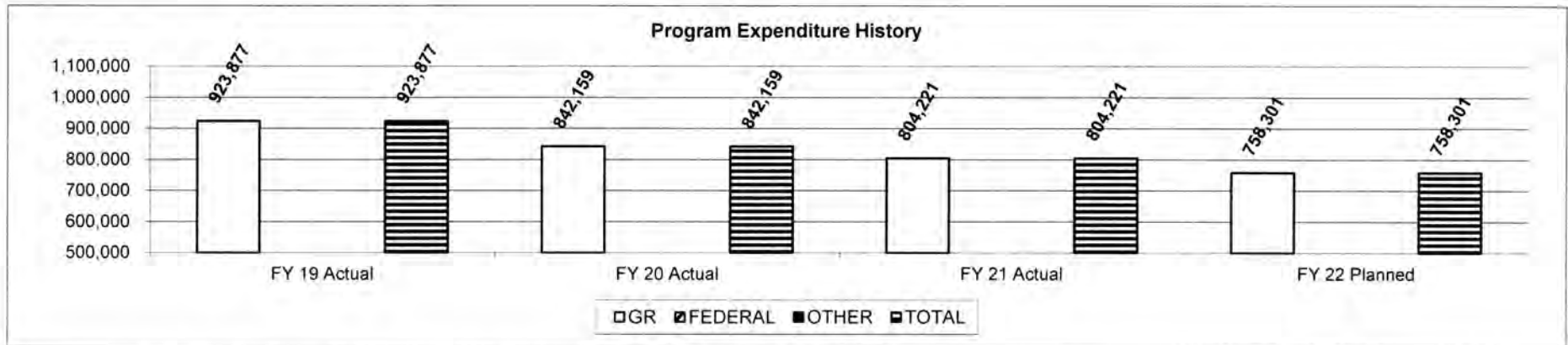
**Program Name** Administrative Services

**Program is found in the following core budget(s):** Operating Core

**2d. Provide a measure(s) of the program's efficiency.**

The process of ordering and distributing office supplies is centralized in the storeroom. This has not only saved money, but has made it much more efficient for the divisions. Also, five employees located in the field were assigned fleet vehicles that previously were being reimbursed at the standard mileage rate or renting a vehicle. This increased the use of these cars, while decreasing mileage paid to employees.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Financial and Procurement authority is derived from Chapter 33 and 34, revised statutes, and the agreements entered into between this office and the Office of Administration.

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Executive Services

**Program is found in the following core budget(s):** Operating Core

**1a. What strategic priority does this program address?**

The priority entails the effective oversight of services and programs to customers and clients, as well as the communication of the mission and scope of the Secretary of State's Office.

**1b. What does this program do?**

This core request is to maintain the current level of executive support for all divisions within the Office of the Secretary of State. This core request represents resources for the continued operation of agency programs and the production coordination of the various divisions. The Executive Staff included in this request are responsible for the development of policies and procedures and direction for implementation. This includes staff members in the Office of the General Counsel, which is responsible for representing the Office in legal matters, responding to open records requests, and administering the filing category of Professional Employee Organizations. The Communications Division is responsible for public outreach, media relations, social media communication and monitoring and promotion of programs and services. Capitol office employees respond to constituent questions by phone, email, and in person. Capitol staff also work with legislators on proposed legislation.

**2a. Provide an activity measure(s) for the program.**

Staff in Executive Services support employees in all divisions of the office, make policy recommendations, respond to open records requests, respond to inquiries from constituents and media and perform daily operations in both the Kirkpatrick Building and the Capitol office. The Office of General Counsel provides legal advice to all divisions, defends the SOS in lawsuits, and coordinates with the Attorney General's Office on litigation matters.

**2b. Provide a measure(s) of the program's quality.**

Open records requests are responded to within the time allotted by law. Constituent and media inquiries are consistently handled in a timely manner. Legislative staff have had success obtaining passage of certain priorities. The Office of General Counsel ensures the office complies with all statutory requirements.

**2c. Provide a measure(s) of the program's impact.**

Information is freely available to constituents, media and other interested parties who make such requests as the office prioritizes transparency.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

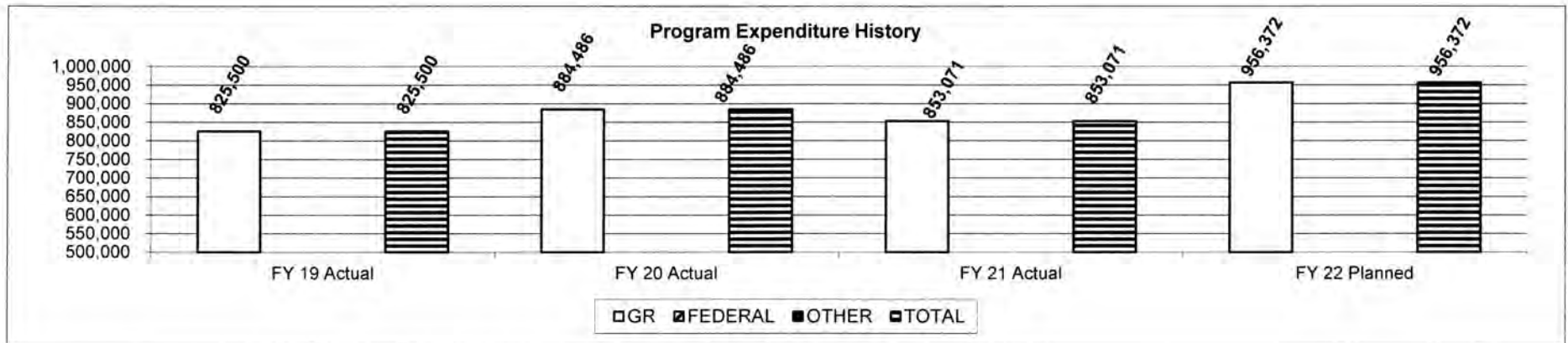
**Program Name** Executive Services

**Program is found in the following core budget(s):** Operating Core

**2d. Provide a measure(s) of the program's efficiency.**

Inquiries are consistently handled in a timely fashion and open records requests are responded to in a timely manner as required by law.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Elections

**Program is found in the following core budget(s):** Operating Core

**1a. What strategic priority does this program address?**

To better serve and inform current and potential Missouri voters and local election officials.

**1b. What does this program do?**

The Secretary of State's Elections Division offers a myriad of services to both elected officials as well as the public. Specific Elections related tasks include preparing for and assisting local election authorities (LEAs) in conducting fair and efficient elections; planning for elections and statewide ballot issues including special elections and issues submitted to the people through initiative petitions, referendums, and joint resolutions passed by the legislature; reporting, counting and certifying election results; and ensuring the requirements of the Help America Vote Act of 2002 are met. In addition to ensuring Missouri elections run smoothly, the Elections Division also serves as a resource to Missouri's 116 LEAs as well as the general public. In this role, the Division seeks to provide quality customer service by delivering responsive and timely services to meet increasing demand for answers to elections related questions from LEAs, elected officials, and the public; and maintaining statutory compliance in providing services to state and to local governments while also helping to educate the public about the elections process through the publishing of various informative elections materials and regional and statewide meetings with LEAs to ensure that all remain up-to-date on current election laws. Lastly, the Division is constantly looking for methods to enhance information access, utilizing the SOS website to inform voters as well as provide methods for voters to follow election results on Election Night.

**2a. Provide an activity measure(s) for the program.**

The Office of the Secretary of State mailed the following number of voter registration applications by calendar year:

2012 - 463,983, 2013 - 118,112, 2014 - 198,997, 2015 - 159,238, 2016 - 384,672, 2017 - 86,942, 2018 - 184,837 2019 - 95,724 2020 - 230,916

During the 2019-2020 petition cycle, 144 petitions were filed with the SOS office. One petition with signatures was submitted to the SOS office.

**2b. Provide a measure(s) of the program's quality.**

The number of registered voters and voter registration applications fluctuates from year to year. As of November 3, 2020 there were 4,318,758 registered voters in the state.

In 2018, Missouri became a member of the Electronic Registration Information Center (ERIC). NCOA reports are incorporated in this membership. Additionally, Missouri will conduct outreach to eligible but unregistered voters. This eligible but unregistered mailer was sent to Missourians who currently have a state issued driver license but are not currently registered to vote. In the initial outreach mailer, nearly 800,000 were sent to Missouri citizens who may need to update their registration information or register to vote. In September 2020, over 181,000 additional mailers were sent to Missourians who had a driver license and were not registered to vote.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Elections

**Program is found in the following core budget(s):** Operating Core

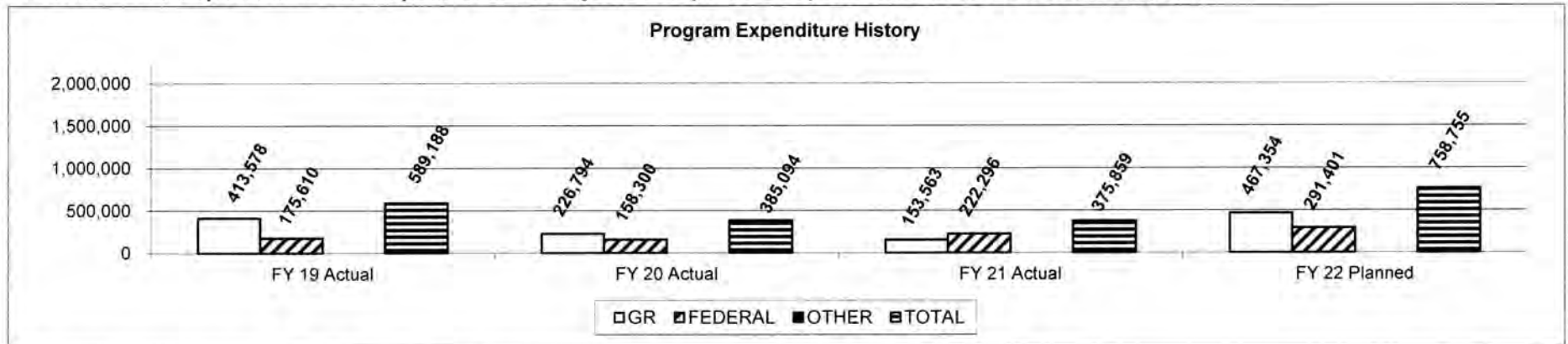
**2c. Provide a measure(s) of the program's impact.**

An adequate supply of voter registration applications are available from this office to fulfill a request the same day or within 24 hours.

**2d. Provide a measure(s) of the program's efficiency.**

An adequate supply of voter registration applications are available from this office to fulfill a request the same day or within 24 hours.  
116 local election authorities/election boards and thousands of prospective registered voters and callers requesting information can be assisted.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Chapters 115 and 116 of the Missouri Revised Statutes, federal law, including the National Voter Registration Act and the Help America Vote Act.

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No



## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Administrative Rules

**Program is found in the following core budget(s):** Operating Core

### 1a. What strategic priority does this program address?

### 1b. What does this program do?

Administrative Rules accepts, edits, and publishes proposed rulemakings in the *Missouri Register* and the *Code of State Regulations* for the 191 state agencies/entities that promulgate rules. Rules or regulations have the force and effect of law and serve to implement and interpret the laws passed by the General Assembly and signed by the governor. Administrative Rules publishes rules material three times per month which includes two internet publications of the *Missouri Register* and one internet publication of the *Code of State Regulations*. Administrative Rules also post emergency rulemakings to our website and sends out an email notification within three business days of receiving them. Additionally, this year we have continued a page for suspended rules online and this contains a list of currently suspended rules with a link to each specific suspended rule information.

### 2a. Provide an activity measure(s) for the program.

For the 2021 Fiscal Year, the Administrative Rules processed the following:

- 68 - Emergency Rules
- 430 - Proposed rules
- 477 - Orders of Rulemaking
- 60 - In Additions
- 226 - Dissolutions and other filings
- 23 - Executive Orders

A total of 1,284 filings were published. 2,052 pages of the *Missouri Register* and 3,010 pages of Code were published.

### 2b. Provide a measure(s) of the program's quality.

Administrative Rules also assists agencies/entities on rulemaking through several features on the SOS homepage which allows state agencies to download current rules in MS Word for use in amending current rules; providing fillable rulemaking forms/templates on-line; permitting agencies to email electronic copies of proposed rules text changes to SOS Administrative Rules; and providing a timeline calculator to assist agencies in calculating key dates for rulemaking. The division also answers questions from agencies and the public regarding how rules are filed. The division further has published and maintains an updated rulemaking manual containing uniform standards and procedures called *Missouri State Rulemaking Manual*. Administrative Rules staff also assists agencies and the public in researching prior versions of a rule to accurately represent its history in legal proceedings. Additionally, Administrative Rules offers classes to any agency/entity in how to prepare and make rule filings. Administrative Rules also had a web page and assisted agencies in filing temporary suspension of rules as a result of Executive Orders 20-04, 20-10, 20-12, 20-19, and 21-07.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Administrative Rules

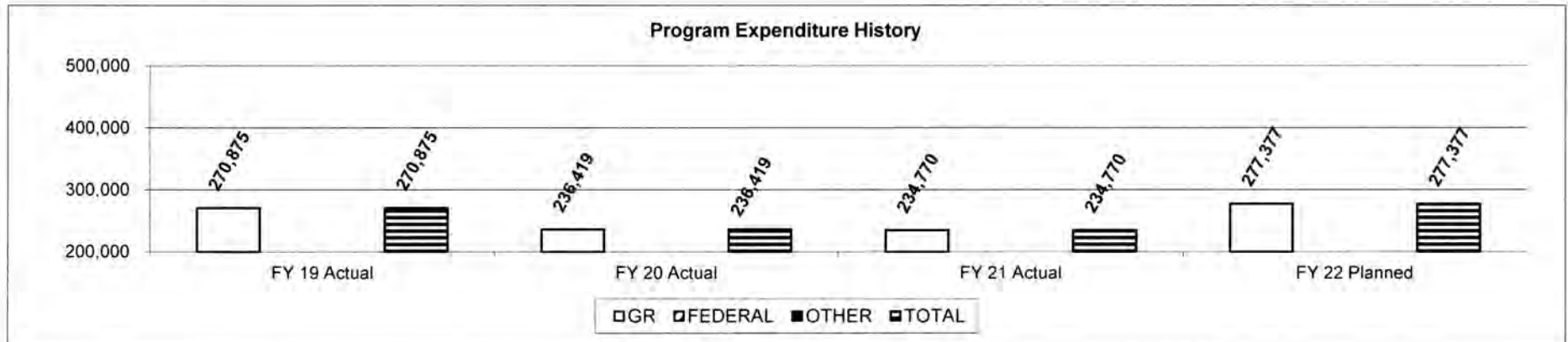
**Program is found in the following core budget(s):** Operating Core

**2c. Provide a measure(s) of the program's impact.**

**2d. Provide a measure(s) of the program's efficiency.**

The above was accomplished without adding additional permanent staff. Staff continued to meet deadlines and accomplish all duties.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Chapter 536 of the Missouri Revised Statutes

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

# PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.055

Program Name Securities Division

Program is found in the following core budget(s): Operating Core

## 1a. What strategic priority does this program address?

The Securities Division implements the Missouri Securities Act of 2003, which seeks to protect Missouri investors and stop unlawful securities conduct in the state. Investor protection includes the registration of securities products, investment firms, and individuals, as well as investor education, which seeks to increase public awareness of investment risks and the prevention of harm to the public. The Division seeks compliance with securities laws by conducting examinations of broker dealers, investment advisors, and individuals. Potential violations are investigated and when appropriate, enforcement actions are initiated, with a focus on restitution for aggrieved investors and the termination of unlawful conduct.

## 1b. What does this program do?

The Securities Division seeks to protect Missouri investors from fraud and other unlawful conduct. It is organized into three sections: *Investor Education*, seeking to prevent and reduce investor harm by educating investors about the risks of investing, which includes the Vulnerable Citizens Services Unit; *Registration*, seeking to ensure that investment professionals are qualified and compliant with securities statutes and regulations and fostering capital formation through the review of securities offerings; and *Enforcement*, acting on complaints, tips and referrals, conducting investigations and initiating actions to remedy violations. Enforcement includes formal and informal investigations, issuance of subpoenas, issuance of administrative orders prohibiting violations, the commencement of civil actions in circuit court, and referrals of criminal matters to state and federal prosecutors, with an emphasis on restitution for aggrieved investors and the cessation of unlawful conduct. The Securities Division is also responsible for Family Trust Company filings.

## 2a. Provide an activity measure(s) for the program.

Activity measures for a securities compliance and enforcement program are reflected in the many ways the Securities Division interacts with the public. See below charts for several measurable compilations of the Division's operations and engagement with the public and the financial services industries operating within the state. Additionally, the Division, during 2019, participated in 88 investor protection and education outreach events throughout the state.

	CY 2017	CY 2018	CY 2019	CY 2020
Registered securities sellers/advisers				
- Broker-dealers	1,566	1,532	1,524	1,484
- Broker-dealer agents	149,836	152,153	156,235	161,814
- Investment advisers-registered	373	398	391	388
- Federal Advisers-notice filed	1,427	1,429	1,504	1,478
- Investment adviser representatives	11,125	11,566	12,376	12,256
Registered securities offerings	60	39	18	19
Federal covered securities notice-filings	3,210	3,158	2,344	3,160
State exemption notice-filings	19	19	24	15



# PROGRAM DESCRIPTION

Department Secretary of State  
 Program Name Securities Division  
 Program is found in the following core budget(s): Operating Core

HB Section(s): 12.055

	CY 2017	CY 2018	CY 2019	CY 2020
Enforcement investigations opened	87	74	54	52
Broker Dealer Investment Advisor examinations/audits	70	51	51	31
Administrative enforcement orders	52	44	27	24
Prison sentences ordered from Securities Referrals	7 years & 8 years probation	51 years & 1 year probation	16 years 6 months & 3 years probation	7 years 6 months
Victim restitution orders	19	18	13	6
Amount of restitution ordered	\$8,210,824.21	\$6,002,216.47	\$8,518,246.41	\$1,357,761.62

## 2b. Provide a measure(s) of the program's quality.

The Securities Division serves the citizens of Missouri on a responsive basis and a specific measure of quality is not discernible. Specific efforts to improve the service quality of the Division include formation of the Vulnerable Citizens Services Unit in 2017 and increased participation in investor outreach programs. See above chart for additional measures of the services provided by the Division.

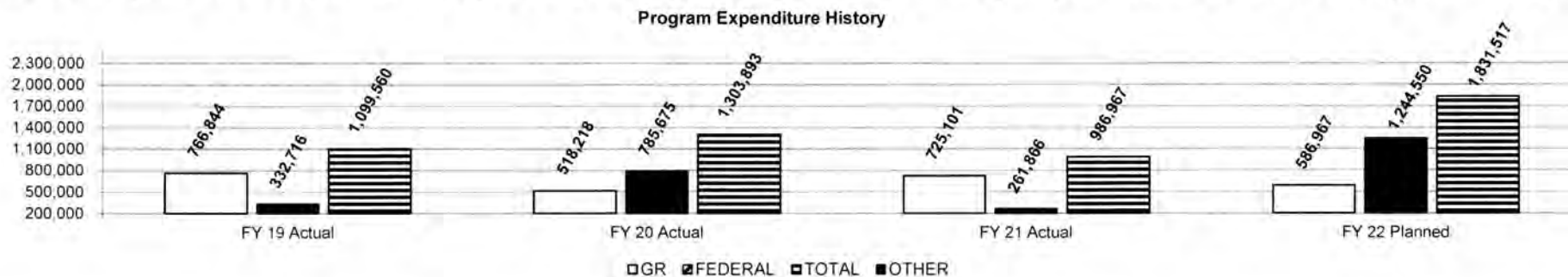
## 2c. Provide a measure(s) of the program's impact.

The Securities Division serves the citizens of Missouri on a responsive basis and a specific measure of impact is not discernible; some measures of the Division's impact can be seen in the above chart. Impact derives from the orders of restitution issued and the funds ordered to be returned to aggrieved investors. The Division investigates all complaints received from the public regarding alleged violations of the Missouri Securities Act.

## 2d. Provide a measure(s) of the program's efficiency.

The Securities Division serves the citizens of Missouri on a responsive basis and a specific measure of efficiency is not discernible. Efficiencies have been achieved in various ways, including ongoing cross training and the realignment of job responsibilities, while enhancing investor protection and education efforts.

## 3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Securities Division

**Program is found in the following core budget(s):** Operating Core

**4. What are the sources of the "Other " funds?**

Investor Education and Protection Fund (0829)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

The Statutes under Regulation of Securities, Chapter 409, RSMo:

Fraudulent and Other Prohibited Practices Section 409.107 et seq., RSMo, Missouri Takeover Bid Disclosure Act, Section 409.500 et seq., RSMo, Senior Savings Protection Act, Section 409.600 et seq., RSMo, Commodities, Regulation, 409.800 et seq., RSMo, Investments by Fiduciaries and Employee Retirement System, Section 409.950, Regulation of Business Opportunities, Section 409.1000, RSMo, and Missouri Securities Act of 2003, Section 409.1-101 et seq., RSMo, Family Trust Company Act, Section 362.1010 et seq., RSMo.

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Business Services

**Program is found in the following core budget(s):** Operating Core

### 1a. What strategic priority does this program address?

Meeting the Constitutional mandate of Article IV Section 14 in respect to duties relating to corporations, attesting to acts of the governor and keeper of the "Great Seal of the State of Missouri". Providing third party services for those who are making and engaging in economic decisions.

### 1b. What does this program do?

The Business Services Division is comprised of four units: Notaries and Commissions, Corporations, Uniform Commercial Code and Safe at Home. The division oversees filing offices in Jefferson City, St. Louis, Kansas City and Springfield.

Commissions is responsible for receiving, filing and maintaining notary applications; documenting and providing certificates to gubernatorial appointees; processing certifications and apostilles for international documents; and handling foreign extraditions. Missouri has about 80,500 commissioned notaries.

Corporations is responsible for maintaining, receiving, and filing all corporate filings that are required by law for over 1,081,000 entities. In addition, Corporations handles service of process and filing and maintaining trademark and service mark registrations. Corporation's customers can access business records and images anytime through the Secretary of State's website.

Uniform Commercial Code is responsible for receiving, filing and maintaining notice filings for secured transactions as required by law.

The Safe at Home Program is an address confidentiality program which provides survivors of sexual assault, rape, stalking, human trafficking, domestic violence, or other crimes a substitute mailing address to use on new records they create with government agencies and the courts.

Each unit is responsible for answering customer inquiries timely and accurately whether by phone, in person, or through correspondence with the office.

### 2a. Provide an activity measure(s) for the program.

The Business Services Division tracks the number of phone calls received through the toll free 800 number provided to customers.

A Business Services portal provides customers the ability to file corporation documents online, some with an instant response. Business Services tracks paper filing and electronic submissions. Business Services tracks notaries who utilize an online portal or paper to submit filings. Business Services tracks the number of authentications processed and in person visits by our customers in all four offices.

### 2b. Provide a measure(s) of the program's quality.

The Business Services Division measures the quality of work through customer compliments and comments. Business Services uses average call time on phone inquiries as a measure of quality.

# **PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Business Services

**Program is found in the following core budget(s):** Operating Core

## **2c. Provide a measure(s) of the program's impact.**

Safe at Home has served over 7,000 participants since its inception in 2007. Each year the program continues to grow. In FY2021, active participants (men, women and children) in the program was 2,788.

Business Services' customers can call the toll free 800 number, email or utilize the business portal website for filing, or present documents in person at one of our four offices, three of which are located in the largest cities in Missouri.

Commissions Phone calls FY2021		
Calls Answered	Avg Call handled time mins	Avg Monthly calls
25,834	1:57	2,153

Corporation Phone calls FY2021		
Calls Answered	Avg Call handled time mins	Avg Monthly calls
125,575	4:35	10,465

UCC Phone calls FY2021		
Calls Answered	Avg Call handled time mins	Avg Monthly calls
4,764	3:13	397

Business Services Division Walk-Ins FY21						Commissions Authentications/Apostilles FY21					
Jefferson						Jefferson					
Location	City	St. Louis	Kansas City	Springfield	Total	Location	City	St. Louis	Kansas City	Springfield	Total
AVG Month	310	545	223	124	301	Total	5,983	1,761	5,926	1,094	14,764
Year Total	3,867	6,802	2,788	1,542	14,999						

## **2d. Provide a measure(s) of the program's efficiency.**

Notary Filings FY2021		
Online Filings	Paper Filings	Total
21,959	6,405	28,364
77%	23%	

Corporation Filings FY2021		
Online Filings	Paper Filings	Total
319,747	45,709	365,456
87%	13%	

UCC Filings FY2021		
Online Filings	Paper Filings	Total
183,558	8,371	191,929
96%	4%	

## PROGRAM DESCRIPTION

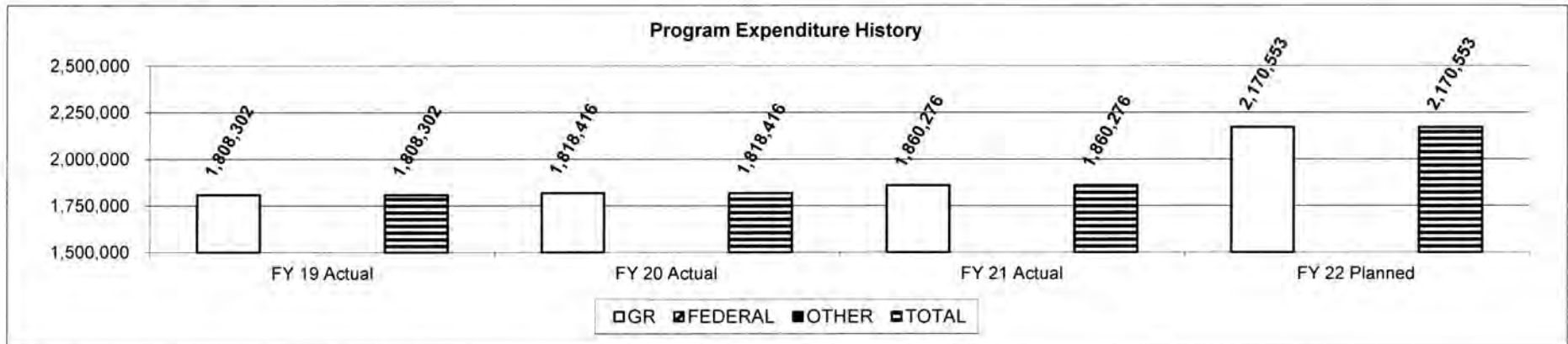
**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Business Services

**Program is found in the following core budget(s):** Operating Core

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



4. What are the sources of the "Other " funds?

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Statutes 28, 274, 347, 349, 351, 352, 354, 355, 356, 357, 358, 359, 362, 375, 380, 388, 394, 400, 417, 486, 506 and 589

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

No



## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Information Technology Division

**Program is found in the following core budget(s):** Operating Core

**1a. What strategic priority does this program address?**

To support every division within the Secretary of State (SOS) and to accomplish the key missions for technology and infrastructure in information automation, protection, maintenance, technology, advancements and cyber security. The SOS monitors all its systems for any malicious activity and works daily to keep its systems secure. Additionally, the Department of Homeland Security has denoted elections systems as critical infrastructure.

**1b. What does this program do?**

The SOS Information Technology Division provides a full range of information systems management services to all sections of the office. Specific network infrastructure services provided to the SOS include basic help desk support; desktop, notebook and other computer peripheral installation, maintenance and management; printer installation management and maintenance; network design, installation, management and security, including routers, switches, firewalls and intrusion detection systems; and server installation, administration and management. Specific information system management services provided to the SOS include information system and business process analysis and design; information system development and maintenance; project management; and recovery and business continuity planning.

**2a. Provide an activity measure(s) for the program.**

The following measures have been identified as important in determining, managing and improving the overall activity.

	Actual
Average Service Request Ticket Volume	119/month
Number of Completed Projects/Initiatives	9
Office of Secretary of State Staff	Approx. 208
Local Elections Authorities and Staff	735

**2b. Provide a measure(s) of the program's quality.**

The following measures have been identified as important in determining, managing and improving the overall quality.

	Actual
Network Availability (Avg)	99.99%
Application Availability (Avg)	99.79%

**2c. Provide a measure(s) of the program's impact.**

The SOS IT Division supports all SOS staff as well as the local election authorities and their staff in each county. Additionally, the SOS IT Division indirectly supports the hundreds of thousands of citizens that interact with the other SOS divisions through their various online applications and services.

## PROGRAM DESCRIPTION

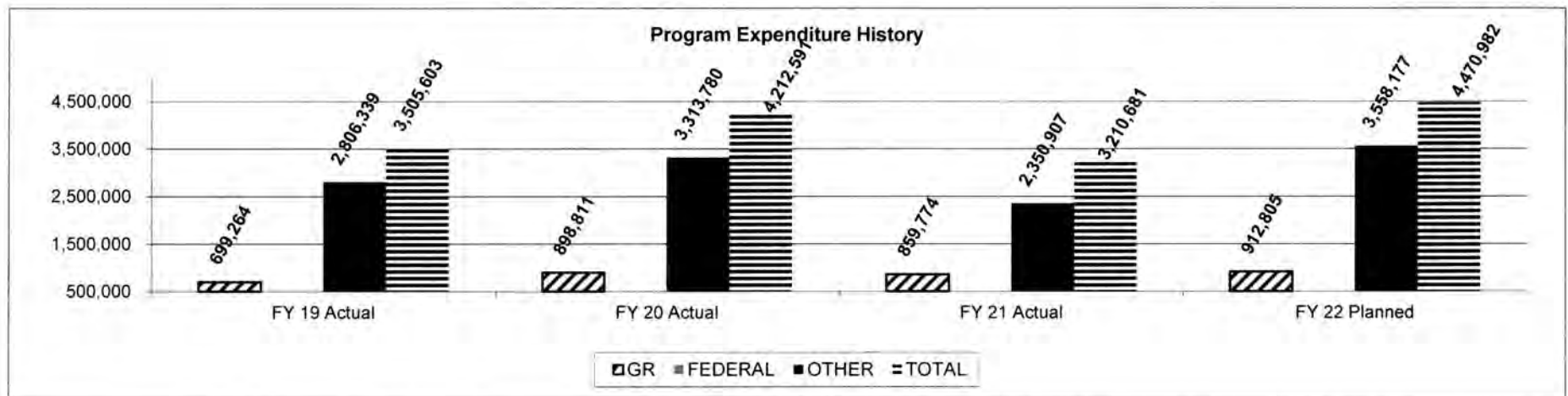
**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Information Technology Division

**Program is found in the following core budget(s):** Operating Core

**2d. Provide a measure(s) of the program's efficiency.**



**4. What are the sources of the "Other " funds?**

Secretary of State Technology Trust Fund (0266)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Revised Statute 28.160

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No



## PROGRAM DESCRIPTION

Department: Secretary of State

HB Section(s): 12.055

Program Name: Library Services

Program is found in the following core budget(s): Operating Core

### 1a. What strategic priority does this program address?

The State Library works to improve library service throughout Missouri and for state government. It provides leadership and expertise in library and information services, promotes the establishment and development of stronger libraries, and maintains library service to the legislature and the executive branch agencies as well as other state and local governments.

### 1b. What does this program do?

#### Reference Services

The Reference Services Division of the Missouri State Library provides research services to Missouri state government employees, executive branch agencies, and members of the Missouri General Assembly. Resources used to provide these services include searchable collections of electronic journals, newspapers, and e-books, as well as print books, journals, and federal and state government publications. Reference Services also provides training to Missouri state government employees on the division's resources and useful workplace topics, publishes a monthly newsletter, maintains a digital library of Missouri state government publications, and contributes to MOBIUS, a statewide library consortium. Also, as a member of a global partnership of libraries and research institutions, Reference Services borrows materials for state employees from institutions across the world to help them serve Missouri's citizens.

#### Library Development

The Library Development Division of the Missouri State Library distributes state aid, federal and private grant funds and provides literacy and technical assistance, training and continuing education, and administrative guidance to local libraries. These programs strengthen and expand the quality and availability of library services appropriate to meet the educational, cultural, workforce, personal and social development needs of Missourians, particularly persons with difficulty using the library, those in underserved rural and urban areas, and those with limited functional literacy or information skills. Particular focus is given to assisting libraries in expanding early literacy activities to ensure children have the skills they need to learn to read; in providing summer reading programs to ensure children retain their reading skills over the summer; in implementing and expanding workforce development, small business and entrepreneurial services; resource sharing among libraries so that all library users can make use of materials in any library in the state; and technology assistance for the equipment and internet access needed to access information, support education, and apply for jobs.

### 2a. Provide an activity measure(s) for the program.

#### Reference Services Statistics

3,756: Number of State Library Cardholders

57,587: Visits to Reference Services' web pages

70,588: Database Uses

1,213: Total subscribers to division's monthly newsletter, *Beyond the Stacks*

## PROGRAM DESCRIPTION

Department: Secretary of State

HB Section(s): 12.055

Program Name: Library Services

Program is found in the following core budget(s): Operating Core

### Library Development statistics

#### **State Aid to Public Libraries**

Eligible library districts, per FY

Population of library districts

State Aid funds distributed

FY2018	FY2019	FY2020	FY2021
161	159	160	160
5,466,370	5,460,313	5,457,118	5,462,497
\$2,323,776	\$2,323,776	\$3,504,001	\$3,504,001

### **2b. Provide a measure(s) of the program's quality.**

#### Reference Services Statistics

Reference Services maintains an emphasis on instructing state government employees in the effective use of the digital research tools provided by the division, such as journal articles, eBooks, reports and data, as well as freely available tools, crucial to the work these employees do for Missourians.

#### Customer Satisfaction from Reference Services' Webinars & Trainings

**525:** The number of state employees who attended the **14** webinars Reference Services provided in FY21.

**73%:** The percentage of Missouri state agency divisions that had employees attend Reference Services webinars. State employees who attended these webinars were from the Office of Administration, Lieutenant Governor, Secretary of State, State Courts, Legislature, Health and Senior Services, Social Services, Elementary and Secondary Education, Transportation, Mental Health, Natural Resources, Labor and Industrial Relations, Public Safety, Corrections, Economic Development, Commerce and Insurance, Higher Education and Workforce Development, Conservation, and Consolidated Health Care.

**94%:** The percent of webinar attendees surveyed who agreed or strongly agreed the class instructor's presentation was effective.

**96%:** The percentage of webinar attendees surveyed who agreed or strongly agreed that the trainings would be helpful to their job performance.

#### Library Development

Training sessions

Attendance

FY2018	FY2019	FY2020	FY2021
150	130	187	203
4,054	2,932	69,270	25,371

**\*There was a large increase in FY2020 as library staff made expanded and online training opportunities during the early stages of the pandemic.**

Library staff give consistently high ratings to training provided, whether in person or online.

The independent evaluators of Missouri's Library Services and Technology Act (LSTA) FY2013-2017 found that "training efforts are closely tied to needs and to specific initiatives. This fact, in turn, helps to ensure the success of the State's substantial sub-grant activity. The evaluators also find ample evidence that suggests that participants in training have internalized what they have learned and that they are using it on an ongoing basis."

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**HB Section(s):** 12.055

**Program Name:** Library Services

**Program is found in the following core budget(s):** Operating Core

### 2c. Provide a measure(s) of the program's impact.

#### **Reference Services**

**671,198:** Hits for Governor's Executive Orders (EO) on website in FY21. Reference Services is unique in offering not just the text but also the images of Executive Orders covering more than four decades. The Governor's website links to the Reference Services' EO collection.

**2,187:** Number of print items checked out in FY21.

**1,052:** Digital state government documents added in FY21 for a total of approximately **10,064** digital state government documents in the Internet Archive online repository.

#### **Library Development**

##### ***Federal Grants Awarded***

Grantees are required to report impact of their individual projects, and describe how services are improved through acquisition of up-to-date technology or programs to reach populations with difficulty using libraries due to transportation or other barriers.

<b>Federal Grants Awarded</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
	180	188	194	220

##### ***Resource Sharing Statistics***

Loans filled and requested by Missouri public libraries. Requests could be filled by libraries of all types in Missouri and beyond. Includes loans requested and filled as reported on the Public Library Survey.

<b>Interlibrary Loans</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>
Requested/Received	494,819	560,753	526,171
Filled/Provided	469,386	531,518	489,044

### 2d. Provide a measure(s) of the program's efficiency.

#### **Reference Services Statistics**

##### ***Interlibrary Loan***

**928:** Number of interlibrary loan requests handled by Reference Services in FY21. The nature of the material is specifically used for research that assists state government agency employees in the performance of their jobs in serving Missouri's citizens. Research is often on timely issues such as offender rehabilitation, natural resources, and mental and physical health. Materials are delivered to patrons through interagency mail or, in the case of articles and e-books, directly to their desktops for download.

**118:** Number of items in Reference Services' collections loaned to patrons of other libraries and research institutions.

**25:** Average number of clock hours for Reference staff to supply an interlibrary material request from another library or research institution. Institutions that filled requests for Reference Services' patrons averaged a 66-hour turnaround time.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**HB Section(s):** 12.055

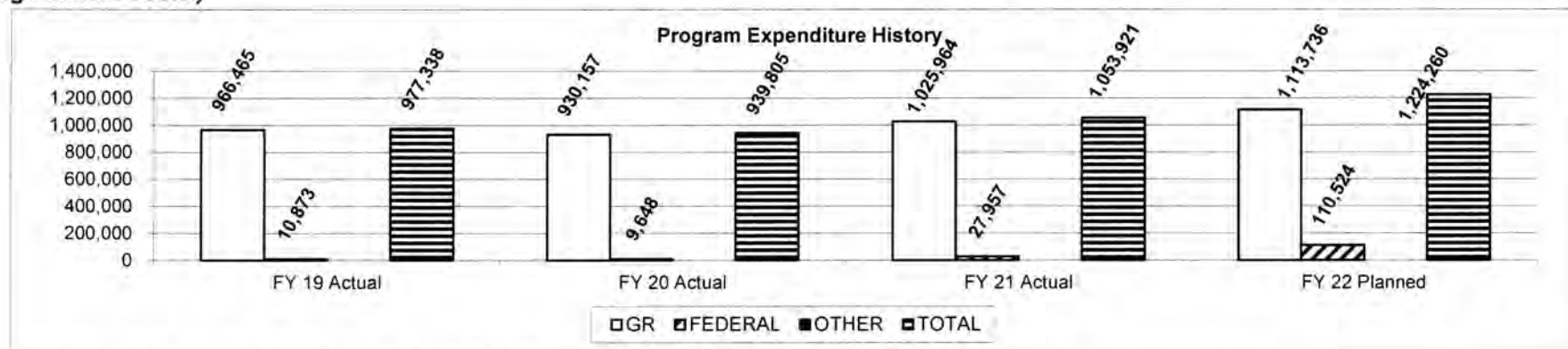
**Program Name:** Library Services

**Program is found in the following core budget(s):** Operating Core

### Library Development

The independent evaluator of Missouri's Library Services and Technology ACT (LSTA) FY2013-2017 Plan stated: "In the opinion of the evaluators, the Missouri State Library has, using the measure of leveraging a small amount of money to accomplish major results by strategically deploying funds, accomplished a great deal by very methodically and effectively carrying out the specific goals contained in its five-year LSTA Plan for 2013 – 2017. In the evaluators' considerable experience, few, if any, states have been as diligent in the implementation of their five-year plans. Furthermore, having worked with several dozen states on LSTA evaluations over the course of more than a decade, in our opinion, Missouri is exemplary in its management of a large and complex sub-grant program. The Missouri State Library has done what it said it would do in its five-year Plan and the state library agency's tracking of the outcome targets contained in the Plan is second to none."

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo Ch181; Mo Constitution, Article X, Section 10. Library Services and Technology Act; Public Law 104-298, as amended.

**6. Are there federal matching requirements? If yes, please explain.**

Expenditures made from this appropriation are used to meet the 34% match required on the grants received from the Institute of Museum and Library Services (IMLS).

**7. Is this a federally mandated program? If yes, please explain.**

No



## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Wolfner Library

**Program is found in the following core budget(s):** Operating Core

**1a. What strategic priority does this program address?**

The mission of Wolfner Talking Book and Braille Library is to provide informational and recreational materials in audio, braille and large print formats free of charge to Missourians who are unable to use standard print materials due to blindness, visual or physical impairment, or a reading disability. Wolfner Library also provides disability-related information to the public.

**1b. What does this program do?**

The Wolfner Talking Book and Braille Library is a free library service available to anyone in the State of Missouri certified by a qualifying authority as described in the application as unable to read standard print materials due to a visual, physical or organic disability. The library collection consists of more than 300,000 items in different formats: digital audio cartridges, braille, print/braille large print, games, and magazines. Wolfner Library staff also facilitate patron downloading of digital books from BARD (Braille and Audio Reading Download), a national repository of talking books for eligible citizens. The Library also provides the necessary digital players for using the recorded materials. Book, magazines, and machines are mailed via USPS to and from library patrons at no charge to the user. Currently, over 10,000 print disabled Missourians are registered to use Wolfner Library services. This represents about 10% of those eligible. The goal is to increase that to 15% through an energized outreach program. The Wolfner Recording Studio produces recorded books with Missouri connections (author, theme, location) and makes them available for circulation or for download on BARD, making the Wolfner collection to patrons nationwide. Recording is done by volunteers; the actual audio processing is done by Wolfner staff. Wolfner produces approximately 60 titles each year. Wolfner offers many programs for patrons to participate in. Those programs include summer reading for youth and adults, an adult winter reading challenge, five separate book clubs, and video conferences to introduce statewide services. Wolfner also offers book club kits, Science, Technology, Engineering and Mathematics (STEM) kits, and early literacy kits for use with groups of patrons.

**2a. Provide an activity measure(s) for the program.**

Circulation by Type  
Physical Cartridges plus Braille  
BARD

**Total Circulation**

Active users  
Patron contacts

FY18	FY19	FY20	FY21	FY22 Est
413,918	383,346	377,449	406,097	450,000
99,310	217,380	136,333	109,757	120,000
513,228	600,726	513,782	515,854	570,000
9,590	9,681	11,857	10,709	11,500
15,774	14,629	59,680	53,391	58,000

**2b. Provide a measure(s) of the program's quality.**

Customer Satisfaction Survey  
(Conducted in odd numbered years)

Wolfner staff is courteous  
Overall quality is Good or Excellent

FY17	FY19	FY21	FY23 Est
88.50%	91.20%	96.40%	97%
98.80%	97.80%	98.40%	98%

# PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.055

Program Name Wolfner Library

Program is found in the following core budget(s): Operating Core

## 2c. Provide a measure(s) of the program's impact.

Outreach Activities  
Patron participation in programs  
New Patrons Added

FY18	FY19	FY20	FY21	FY22 Est
46	67	58	16	30
223	217	427	446	500
1,264	1,276	1,134	1,062	1,200

### Testimonials From the Patrons:

- Ms. Kelley says, "Thank you for all you do to make life better with your kind, patient services and great books."
- Mr. Smith shared that he is excited about receiving an entire series of books on the new cartridges. He states that it will be much easier to listen to his books in sequence.
- The Faynes thank the volunteers for the audio books. The books bring them much joy.
- "I am so grateful there are people like you to take time to make my days. It is wonderful to listen to the books I receive from the library. I am 83 years of age with M.D., I cannot see small print," writes Mrs. Strain.
- Mr. Twyman writes, "I salute all the volunteers that read the books for me. I have Alzheimer's so I need to repeat many times to comprehend what is being read. If I were reading, I would probably just put the book down because I would get frustrated."
- "When I initially volunteered at Wolfner, it was a way for me to relax and de-stress from a high-intensity career. As time passed, my thoughts gradually turned outward, recognizing the many people young and old who benefit from the wonderful service you provide. My mother instilled a love for reading all type of books, so I'm very grateful for the opportunity I had to help others access, explore and experience this wonderful world of books! Keep up the great work, and please let the other volunteers know how much I enjoyed working with them. I wish them well! A kinder, more amazing team of people can't be found! With sincere gratitude and warmest thanks, Kathy Hunt"
- Sharon wrote, "Really like the new system of getting the whole series at once. Great idea to who thought of it!"
- Gail wrote, "The books you send me have kept me going through a terrible year (decreasing vision, COVID isolation, death of friends and my partner of 35 years). I have had books as my favorite activity, pastime and escape for 80 years, and the large print novels you provide are pretty much my whole life. Thank you!"
- Christine wrote, "Thank you so much for the gift of literacy and hours of enjoyment this device provided my mother. She was so independent and resistant to using it in the beginning, but found it was such a valuable tool for her every single day"



# PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.055

Program Name Wolfner Library

Program is found in the following core budget(s): Operating Core

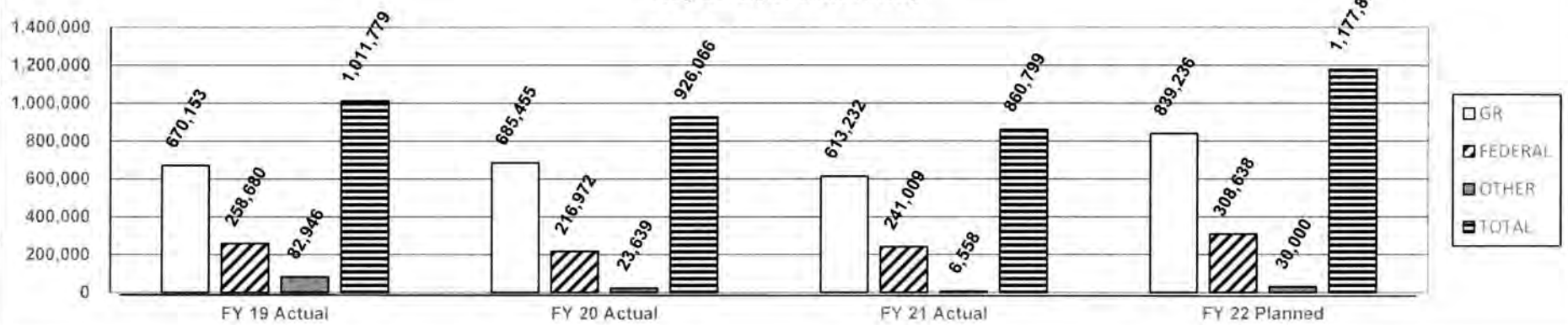
2d. Provide a measure(s) of the program's efficiency.

Circulation of books per Active Patron

FY18	FY19	FY20	FY21	FY22 Est
54	62	43	48	50

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.

Program Expenditure History



4. What are the sources of the "Other " funds?

Wolfner Library Trust Fund (0928)

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Revised Statutes 181.065 and PL 89-522

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

Public Law 89-522 establishes a national program to provide library service to everyone in the United States who cannot use standard print. Each state provides services to the blind and physically disabled under the direction of the National Library Service, Library of Congress.

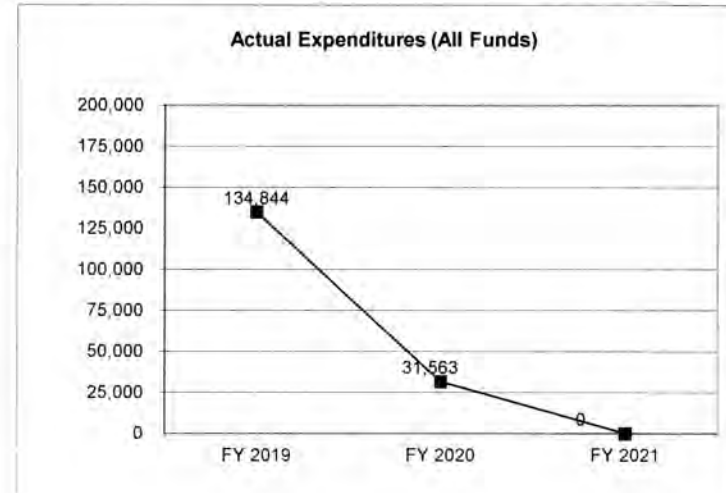
CORE DECISION ITEM									
<b>Department</b>	Secretary of State				<b>Budget Unit</b>	23142C			
<b>Division</b>	Administrative Services								
<b>Core</b>	Federal Grants, Donations, Projects				<b>HB Section</b>	12.060			
<b>1. CORE FINANCIAL SUMMARY</b>									
FY 2023 Budget Request					FY 2023 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	72,014	0	72,014	EE	0	0	0	0
PSD	0	127,986	0	127,986	PSD	0	0	0	0
TRF	0	0	0	0	TRF	0	0	0	0
<b>Total</b>	0	200,000	0	200,000	<b>Total</b>	0	0	0	0
<b>FTE</b>	0.00	0.00	0.00	0.00	<b>FTE</b>	0.00	0.00	0.00	0.00
<b>Est. Fringe</b>	0	0	0	0	<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>					<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				
Other Funds:					Other Funds:				
<b>2. CORE DESCRIPTION</b>									
<p>The Office of the Secretary of State requests this appropriation to provide a means of receiving and expending funds that become available during the fiscal year from grants, contracts, or gifts from the federal government, other governmental entities, and private sources. Similar appropriations have been provided for many years to a number of departments of state government such as the Department of Elementary and Secondary Education, the Department of Health and Senior Services, the Department of Mental Health, and the Department of Social Services. This request continues in accordance with recommendations from OA, Budget and Planning, regarding open-ended federal appropriations.</p> <p>The Secretary of State does not currently have any active grants utilizing this fund.</p>									
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>									

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23142C
<b>Division</b>	Administrative Services		
<b>Core</b>	Federal Grants, Donations, Projects	<b>HB Section</b>	12.060

**4. FINANCIAL HISTORY**

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Current Yr.
Appropriation (All Funds)	200,000	200,000	200,000	200,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	200,000	200,000	200,000	N/A
Actual Expenditures (All Funds)	134,844	31,563	0	N/A
Unexpended (All Funds)	65,156	168,437	200,000	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	65,156	168,437	200,000	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable)

**NOTES:**

# CORE RECONCILIATION DETAIL

## SECRETARY OF STATE GRANTS AND PROJECTS

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	72,014	0	72,014	
	PD	0.00	0	127,986	0	127,986	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	72,014	0	72,014	
	PD	0.00	0	127,986	0	127,986	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	72,014	0	72,014	
	PD	0.00	0	127,986	0	127,986	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>GRANTS AND PROJECTS</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
SECRETARY OF STATE-FED & OTHER	0	0.00	72,014	0.00	72,014	0.00	0	0.00	
TOTAL - EE	0	0.00	72,014	0.00	72,014	0.00	0	0.00	
PROGRAM-SPECIFIC									
SECRETARY OF STATE-FED & OTHER	0	0.00	127,986	0.00	127,986	0.00	0	0.00	
TOTAL - PD	0	0.00	127,986	0.00	127,986	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>GRANTS AND PROJECTS</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	0	0.00	1,000	0.00	1,000	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	0	0.00
FUEL & UTILITIES	0	0.00	1	0.00	1	0.00	0	0.00
SUPPLIES	0	0.00	33,000	0.00	33,000	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	1	0.00	1	0.00	0	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	0	0.00
PROFESSIONAL SERVICES	0	0.00	38,000	0.00	38,000	0.00	0	0.00
HOUSEKEEPING & JANITORIAL SERV	0	0.00	1	0.00	1	0.00	0	0.00
M&R SERVICES	0	0.00	1	0.00	1	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	1	0.00	1	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1	0.00	1	0.00	0	0.00
MISCELLANEOUS EXPENSES	0	0.00	1	0.00	1	0.00	0	0.00
<b>TOTAL - EE</b>	<b>0</b>	<b>0.00</b>	<b>72,014</b>	<b>0.00</b>	<b>72,014</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	0	0.00	127,986	0.00	127,986	0.00	0	0.00
<b>TOTAL - PD</b>	<b>0</b>	<b>0.00</b>	<b>127,986</b>	<b>0.00</b>	<b>127,986</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>		<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>



**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.060

**Program Name** Grants and Projects

**Program is found in the following core budget(s):** Administrative Services

**1a. What strategic priority does this program address?**

**1b. What does this program do?**

The Office of the Secretary of State requests this appropriation to provide a means of receiving and expending funds that become available during the fiscal year from grants, contracts, or gifts from the federal government, other governmental entities, and private sources. Similar appropriations have been provided for many years to a number of departments of state government such as DESE, DHSS, DMH, and DSS. This request continues in accordance with recommendations from OA, Budget and Planning, regarding open-ended federal appropriations.

**2a. Provide an activity measure(s) for the program.**

Not applicable since this appropriation can be used for several various purposes.

**2b. Provide a measure(s) of the program's quality.**

Not applicable since this appropriation can be used for various purposes.

**2c. Provide a measure(s) of the program's impact.**

This appropriation allows for receipt of miscellaneous grants, contracts, or gifts that would otherwise not be allowed to be expended due to not having appropriation authority.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.060

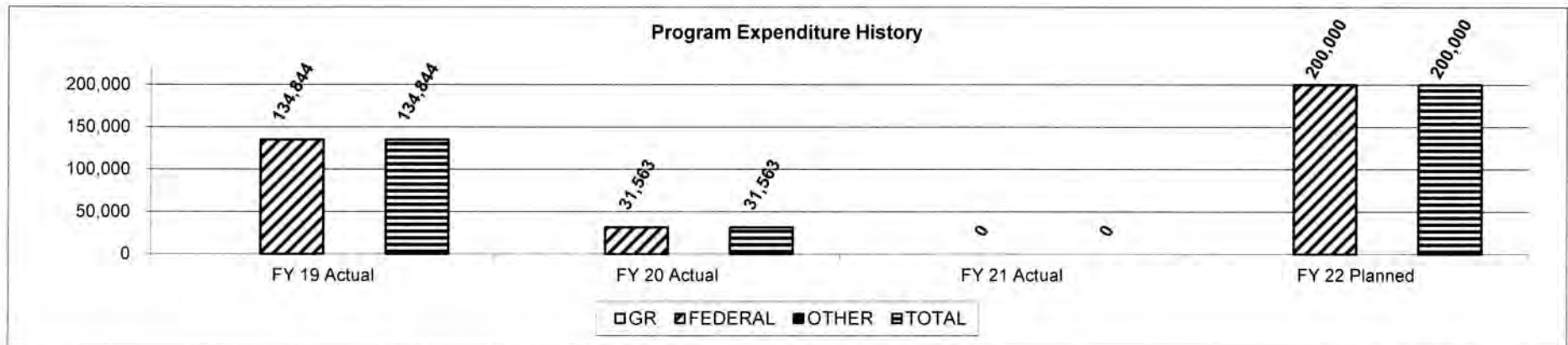
**Program Name** Grants and Projects

**Program is found in the following core budget(s):** Administrative Services

**2d. Provide a measure(s) of the program's efficiency.**

Not applicable since this appropriation can be used for various purposes.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

**6. Are there federal matching requirements? If yes, please explain.**

This is dependent on the grant(s) utilizing this appropriation.

**7. Is this a federally mandated program? If yes, please explain.**

No.

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23145C
<b>Division</b>	Refunds Core		
<b>Core</b>	Refunds	<b>HB Section</b>	12.065

## 1. CORE FINANCIAL SUMMARY

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	50,000	0	10,000	60,000
TRF	0	0	0	0
<b>Total</b>	<b>50,000</b>	<b>0</b>	<b>10,000</b>	<b>60,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Technology Trust Fund (0266)

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Technology Trust Fund (0266)

## 2. CORE DESCRIPTION

The Office of the Secretary of State collects revenues, often received in the form of a check, for services provided. Refunds result when an overpayment occurs. This request is for an appropriation to allow timely payment of refunds. This appropriation is used for refunds occurring in all areas within the office except special funds.

Most refunds for prior fiscal years were due to overpayments received in the form of checks in our Business Services area. Other divisions may utilize this appropriation as needed.

## 3. PROGRAM LISTING (list programs included in this core funding)

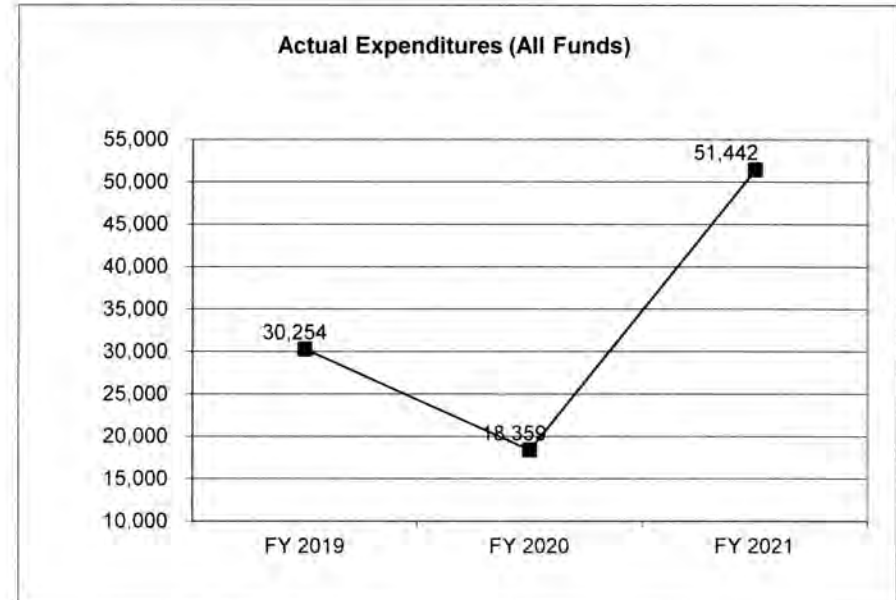
Refunds

# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23145C
<b>Division</b>	Refunds Core		
<b>Core</b>	Refunds	<b>HB Section</b>	12.065

## **4. FINANCIAL HISTORY**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Current Yr.</b>
Appropriation (All Funds)	60,000	60,000	60,000	60,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	60,000	60,000	60,000	N/A
Actual Expenditures (All Funds)	30,254	18,359	51,442	N/A
Unexpended (All Funds)	29,746	41,641	8,558	N/A
Unexpended, by Fund:				
General Revenue	21,646	33,036	3,868	N/A
Federal	0	0	0	N/A
Other	8,100	8,605	4,690	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

## **NOTES:**

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
REFUNDS

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PD	0.00	50,000	0	10,000	60,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>10,000</b>	<b>60,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	50,000	0	10,000	60,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>10,000</b>	<b>60,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	50,000	0	10,000	60,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>10,000</b>	<b>60,000</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
REFUNDS									
CORE									
PROGRAM-SPECIFIC									
GENERAL REVENUE	46,132	0.00	50,000	0.00	50,000	0.00	0	0.00	
SEC OF ST TECHNOLOGY TRUST	5,310	0.00	10,000	0.00	10,000	0.00	0	0.00	
TOTAL - PD	51,442	0.00	60,000	0.00	60,000	0.00	0	0.00	
TOTAL	51,442	0.00	60,000	0.00	60,000	0.00	0	0.00	
GRAND TOTAL	\$51,442	0.00	\$60,000	0.00	\$60,000	0.00	\$0	0.00	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
REFUNDS								
CORE								
REFUNDS	51,442	0.00	60,000	0.00	60,000	0.00	0	0.00
TOTAL - PD	51,442	0.00	60,000	0.00	60,000	0.00	0	0.00
GRAND TOTAL	\$51,442	0.00	\$60,000	0.00	\$60,000	0.00	\$0	0.00
GENERAL REVENUE	\$46,132	0.00	\$50,000	0.00	\$50,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$5,310	0.00	\$10,000	0.00	\$10,000	0.00		0.00

**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.065

**Program Name** Refunds Core

**Program is found in the following core budget(s):** Refunds

**1a. What strategic priority does this program address?**

**1b. What does this program do?**

The Office of the Secretary of State collects revenues, often received in the form of a check, for services provided. Refunds result when an overpayment occurs. This request is for an appropriation to allow timely payment of refunds. This appropriation is used for refunds occurring in all areas within the office.

**2a. Provide an activity measure(s) for the program.**

FY17 - 552 refunds issued for a total of \$31,125.71.

FY18 - 525 refunds issued for a total of \$28,109.30.

FY19 - 480 refunds issued for a total of \$30,254.43.

FY20 - 386 refunds issued for a total of \$18,359.38.

FY21 - 682 refunds issued for a total of \$51,442.30.

**2b. Provide a measure(s) of the program's quality.**

**2c. Provide a measure(s) of the program's impact.**

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.065

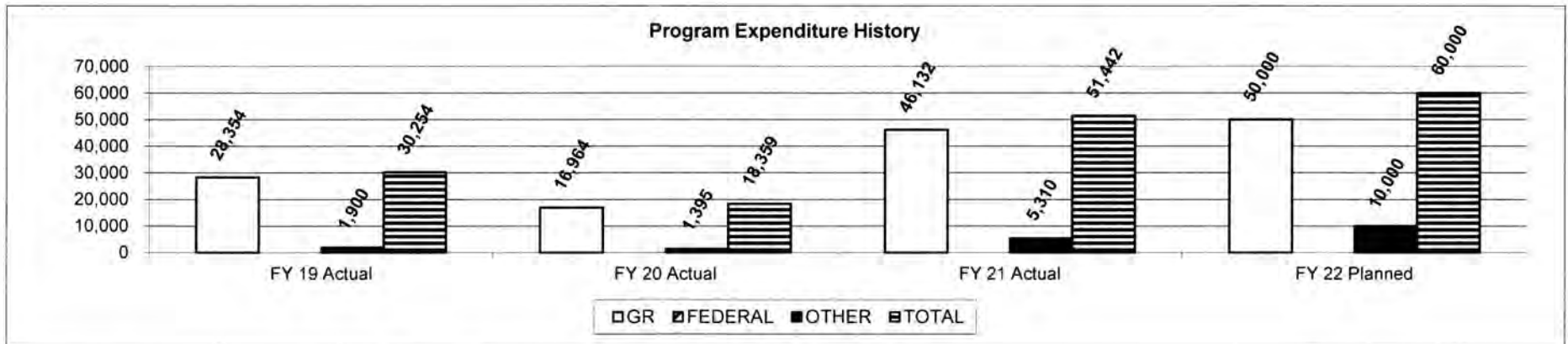
**Program Name** Refunds Core

**Program is found in the following core budget(s):** Refunds

**2d. Provide a measure(s) of the program's efficiency.**

Rather than return a check for an incorrect amount and delay processing of the filing or other services, this office deposits the check and refunds the excess fee(s) collected. These refunds provide faster and better service for customers of the Office of the Secretary of State.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

Technology Trust Fund (0266)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Constitution

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23149C
<b>Division</b>	Securities		
<b>Core</b>	Investor Restitution Fund	<b>HB Section</b>	12.070

#### 1. CORE FINANCIAL SUMMARY

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	2,000,000	2,000,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Investor Restitution (0741)

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Investor Restitution (0741)

#### 2. CORE DESCRIPTION

This fund is established under Section 409.6-603(e), RSMo., for preserving and distributing to aggrieved investors disgorgement or restitution funds obtained through Securities Division enforcement actions. During the course of a year, it is never known how much money might be paid into the fund, or needed for distribution from the fund. In 2013, one case resulted in \$1.6 million returned to investors. A one-time transfer of \$5,340,785 from the Investor Restitution Fund to the Investor Education and Protection Fund (0829) was completed in FY20.

#### 3. PROGRAM LISTING (list programs included in this core funding)

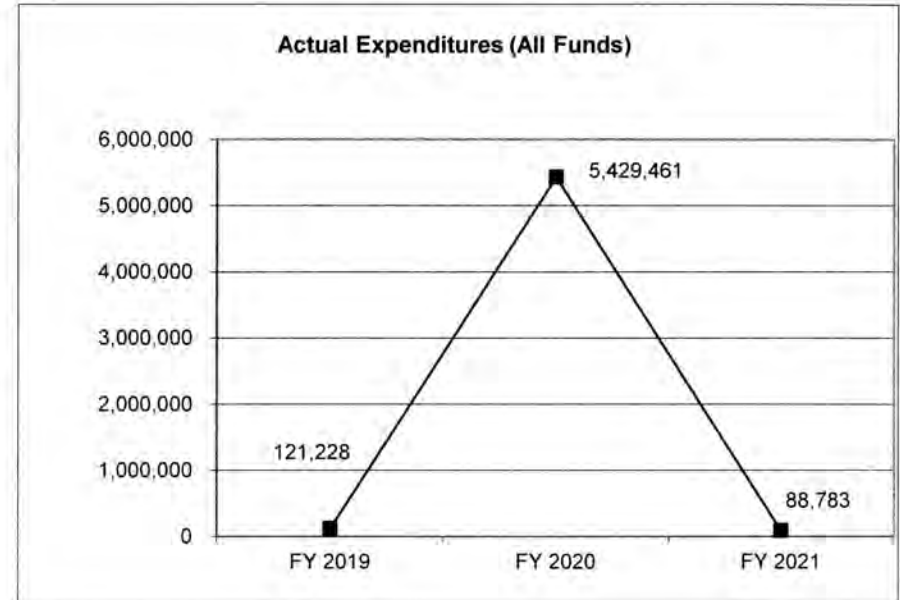
Investor Restitution

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23149C
<b>Division</b>	Securities		
<b>Core</b>	Investor Restitution Fund	<b>HB Section</b>	12.070

**4. FINANCIAL HISTORY**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Current Yr.</b>
Appropriation (All Funds)	2,000,000	7,340,785	2,000,000	2,000,000
Less Restricted (All Funds)	0	0	0	N/A
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	2,000,000	7,340,785	2,000,000	N/A
Actual Expenditures (All Funds)	121,228	5,429,461	88,783	N/A
Unexpended (All Funds)	1,878,772	1,911,324	1,911,217	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	1,878,772	1,911,324	1,911,217	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:** Restitution paid to aggrieved investors securities fraud victims is dependent on enforcement proceedings and court orders and cannot be projected.  
A one-time transfer of \$5,340,785 from the Investor Restitution Fund to the Investor Education and Protection Fund (0829) was completed in FY20.

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
INVESTORS' RESTITUTION

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PD	0.00	0	0	2,000,000	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	
DEPARTMENT CORE REQUEST							
	PD	0.00	0	0	2,000,000	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	PD	0.00	0	0	2,000,000	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	



# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
INVESTORS' RESTITUTION									
CORE									
PROGRAM-SPECIFIC									
INVESTOR RESTITUTION FUND	88,783	0.00	2,000,000	0.00	2,000,000	0.00	0	0.00	
TOTAL - PD	88,783	0.00	2,000,000	0.00	2,000,000	0.00	0	0.00	
TOTAL	88,783	0.00	2,000,000	0.00	2,000,000	0.00	0	0.00	
GRAND TOTAL	\$88,783	0.00	\$2,000,000	0.00	\$2,000,000	0.00	\$0	0.00	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
INVESTORS' RESTITUTION								
CORE								
PROGRAM DISTRIBUTIONS	88,783	0.00	2,000,000	0.00	2,000,000	0.00	0	0.00
TOTAL - PD	88,783	0.00	2,000,000	0.00	2,000,000	0.00	0	0.00
GRAND TOTAL	\$88,783	0.00	\$2,000,000	0.00	\$2,000,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$88,783	0.00	\$2,000,000	0.00	\$2,000,000	0.00		0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.070

**Program Name** Investor Restitution

**Program is found in the following core budget(s):** Securities

**1a. What strategic priority does this program address?**

The Investor Restitution Fund is a means by which the Securities Division pays restitution to aggrieved investors received from securities law violators subject to Securities Division Enforcement actions.

**1b. What does this program do?**

This fund is established under Section 409.6-603(e), RSMo., for preserving and distributing to aggrieved investors disgorgement or restitution funds obtained through Securities Division enforcement actions.

**2a. Provide an activity measure(s) for the program.**

Between FY17 and FY20, 2,430 payments were made to aggrieved investors. These payments totaled \$764,876.61.

**2b. Provide a measure(s) of the program's quality.**

The Investor Restitution Fund has the sole focus of remitting funds back to aggrieved investors as per the Enforcement orders of the Securities Division.

**2c. Provide a measure(s) of the program's impact.**

Between FY17 and FY20, 2,430 payments were made to aggrieved investors. These payments totaled \$764,876.61.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.070

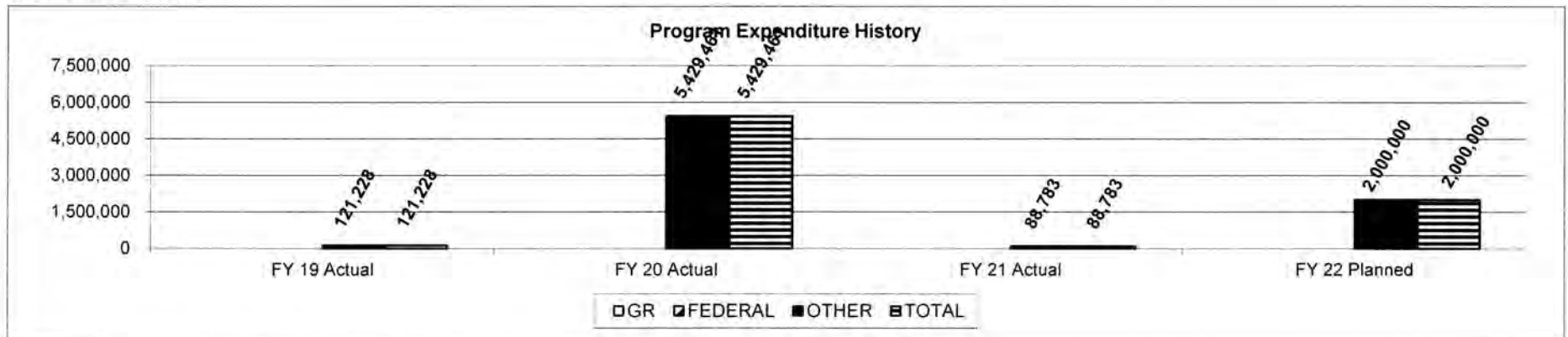
**Program Name** Investor Restitution

**Program is found in the following core budget(s):** Securities

**2d. Provide a measure(s) of the program's efficiency.**

All of the restitution funds collected are for the benefit of the aggrieved investors. The Securities Division makes full efforts to identify the aggrieved investors and remit the appropriate funds to them.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



Please note the FY20 includes a one-time transfer from Investor Restitution of \$5,340,785.

**4. What are the sources of the "Other " funds?**

Investor Restitution Fund (0741)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 409.6-603(e), RSMo.

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23152C
<b>Division</b>	Securities		
<b>Core</b>	Family Trust Company	<b>HB Section</b>	12.075

#### 1. CORE FINANCIAL SUMMARY

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	20,000	20,000
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Family Trust Company Fund (0810)

	FY 2023 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Family Trust Company Fund (0810)

#### 2. CORE DESCRIPTION

House Bill 292 was passed in 2017 and RSMo 362.1015(8) allows for a family trust company to be defined as a corporation or limited liability company organized or qualified to do business in Missouri that is wholly owned and exclusively controlled by one or more family members that operates for the exclusive benefit of a family member regardless of whether compensation is received or anticipated.

Fees collected by the Secretary of State and deposited into the Family Trust Company Fund will be used for the sole purpose of supporting the secretary's role and fulfillment of duties in RSMo 362.1010 to 362.1117.

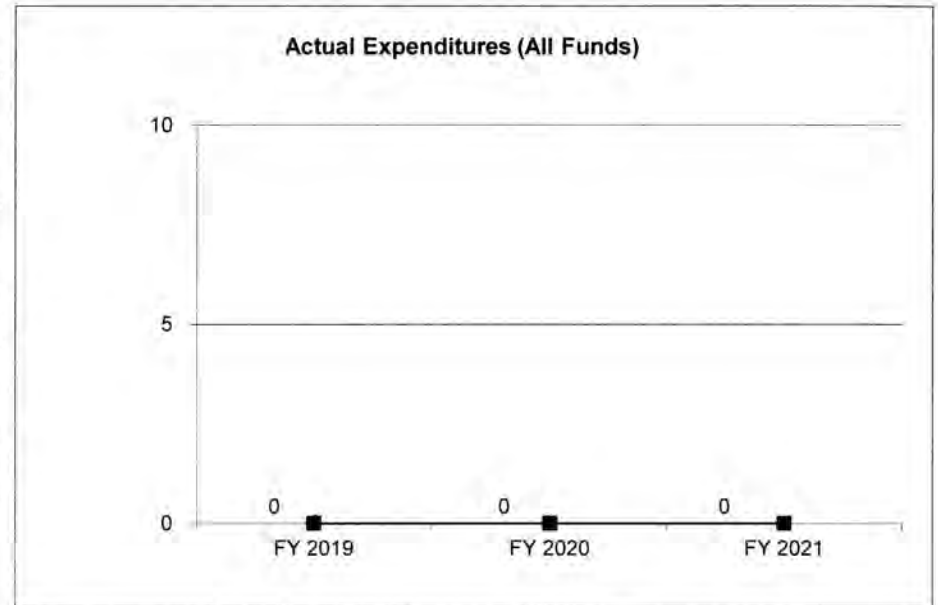
#### 3. PROGRAM LISTING (list programs included in this core funding)

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23152C
<b>Division</b>	Securities		
<b>Core</b>	Family Trust Company	<b>HB Section</b>	12.075

**4. FINANCIAL HISTORY**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2020 Current Yr.</b>
Appropriation (All Funds)	20,000	20,000	20,000	20,000
Less Reverted (All Funds)	0	0	0	0
Less Restricted (All Funds)*	0	0	0	0
Budget Authority (All Funds)	20,000	20,000	20,000	20,000
Actual Expenditures (All Funds)	0	0	0	N/A
Unexpended (All Funds)	20,000	20,000	20,000	0
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	20,000	20,000	20,000	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**



# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
FAMILY TRUST COMPANY FUND

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	0	20,000	20,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	0	20,000	20,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	0	20,000	20,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
FAMILY TRUST COMPANY FUND									
CORE									
EXPENSE & EQUIPMENT									
FAMILY TRUST COMPANY FUND	0	0.00	20,000	0.00	20,000	0.00	0	0.00	
TOTAL - EE	0	0.00	20,000	0.00	20,000	0.00	0	0.00	
TOTAL	0	0.00	20,000	0.00	20,000	0.00	0	0.00	
GRAND TOTAL	\$0	0.00	\$20,000	0.00	\$20,000	0.00	\$0	0.00	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
FAMILY TRUST COMPANY FUND								
CORE								
PROFESSIONAL SERVICES	0	0.00	20,000	0.00	20,000	0.00	0	0.00
TOTAL - EE	0	0.00	20,000	0.00	20,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$20,000	0.00	\$20,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$20,000	0.00	\$20,000	0.00		0.00

**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.075

**Program Name** Family Trust Company

**Program is found in the following core budget(s):** Family Trust Company

**1a. What strategic priority does this program address?**

**1b. What does this program do?**

House Bill 292 was passed in 2017 and RSMo 362.1015(8) allows for a family trust company to be defined as a corporation or limited liability company organized or qualified to do business in Missouri that is wholly owned and exclusively controlled by one or more family members that operates for the exclusive benefit of a family member regardless of whether compensation is received or anticipated.

**2a. Provide an activity measure(s) for the program.**

To date, four family trust companies have been filed with the Office of the Secretary of State.

**2b. Provide a measure(s) of the program's quality.**

**2c. Provide a measure(s) of the program's impact.**

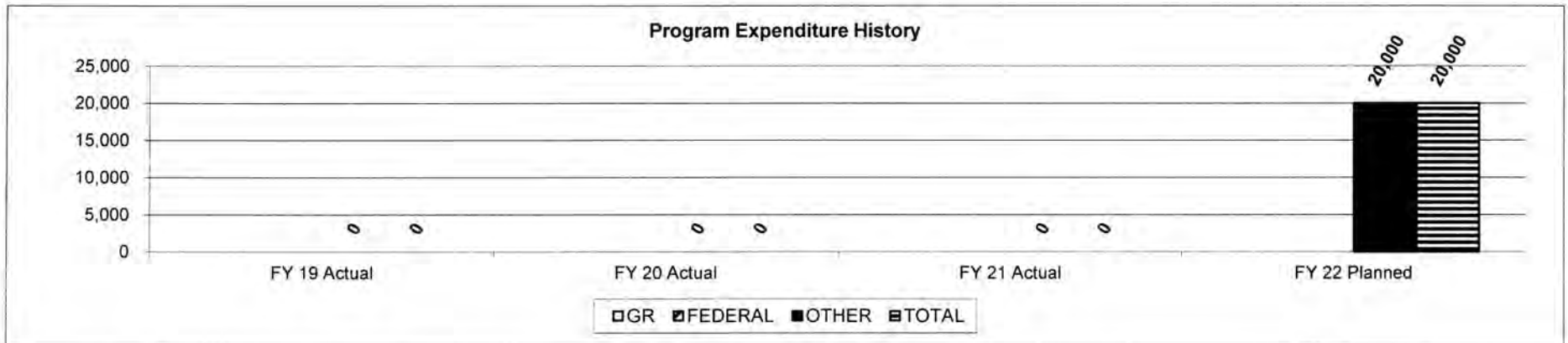
# PROGRAM DESCRIPTION

Department Secretary of State  
 Program Name Family Trust Company  
 Program is found in the following core budget(s): Family Trust Company

HB Section(s): 12.075

2d. Provide a measure(s) of the program's efficiency.

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



4. What are the sources of the "Other " funds?

Family Trust Company Fund (0810)

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo 362.010

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

No

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23151C
<b>Division</b>	Elections	<b>HB Section</b>	12.080
<b>Core</b>	Elections Public Notice		

#### 1. CORE FINANCIAL SUMMARY

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	1	0	0	1
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

#### 2. CORE DESCRIPTION

Article XII Section 2(b) and Section 116.260, RSMo. require the Office of the Secretary of State to publish in local newspapers the full text of each statewide ballot measure to be voted on at an election. The expenditure of this requirement is dependent upon how many measures are placed on the ballot by initiative petition or by a joint resolution passed by the General Assembly as well as the overall length of the proposal.

#### 3. PROGRAM LISTING (list programs included in this core funding)

Elections Public Notice

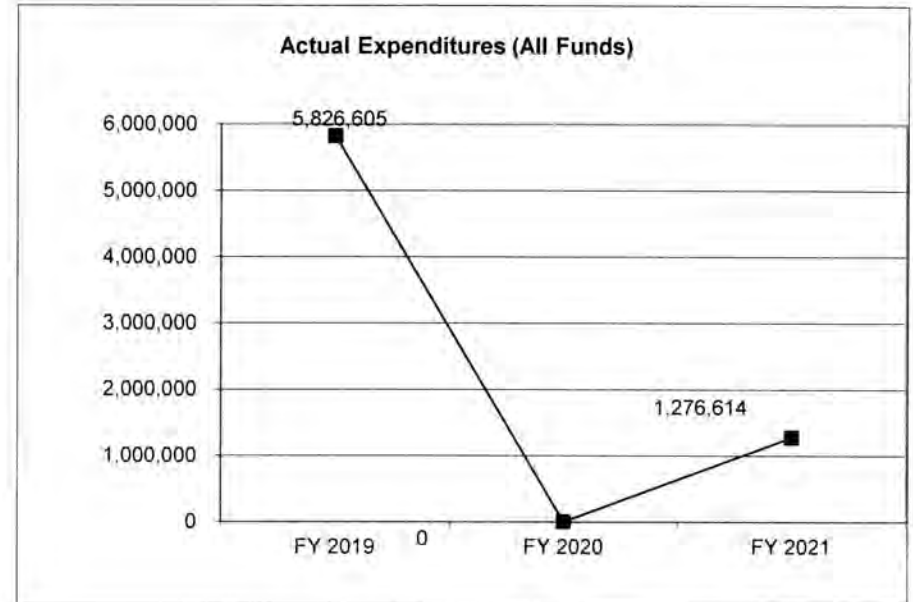


**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23151C
<b>Division</b>	Elections		
<b>Core</b>	Elections Public Notice	<b>HB Section</b>	12.080

**4. FINANCIAL HISTORY**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Current Yr.</b>
Appropriation (All Funds)	6,000,001	1	1,500,001	1
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	6,000,001	1	1,500,001	N/A
Actual Expenditures (All Funds)	5,826,605	0	1,276,614	N/A
Unexpended (All Funds)	173,396	1	223,387	N/A
Unexpended, by Fund:				
General Revenue	173,396	1	223,387	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

In FY 2019, \$173,396 was transferred out of Elections Public Notice and into State Aid for Libraries, as allowed under HB12. 35 libraries received an additional \$4,954 apiece because the General Assembly allowed this.

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ELECTIONS PUBLIC NOTICE

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	1	0	0	1	
	<b>Total</b>	<b>0.00</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	1	0	0	1	
	<b>Total</b>	<b>0.00</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	1	0	0	1	
	<b>Total</b>	<b>0.00</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>ELECTIONS PUBLIC NOTICE</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	1,276,614	0.00	1	0.00	1	0.00	0	0.00	
TOTAL - EE	1,276,614	0.00	1	0.00	1	0.00	0	0.00	
<b>TOTAL</b>	<b>1,276,614</b>	<b>0.00</b>	<b>1</b>	<b>0.00</b>	<b>1</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>SOS OPERATING NEW DI - 1231003</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	0	0.00	5,250,000	0.00	0	0.00	
TOTAL - EE	0	0.00	0	0.00	5,250,000	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>5,250,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$1,276,614</b>	<b>0.00</b>	<b>\$1</b>	<b>0.00</b>	<b>\$5,250,001</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
ELECTIONS PUBLIC NOTICE								
CORE								
PROFESSIONAL SERVICES	1,276,614	0.00	1	0.00	1	0.00	0	0.00
TOTAL - EE	1,276,614	0.00	1	0.00	1	0.00	0	0.00
GRAND TOTAL	\$1,276,614	0.00	\$1	0.00	\$1	0.00	\$0	0.00
GENERAL REVENUE	\$1,276,614	0.00	\$1	0.00	\$1	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.080

**Program Name** Elections Public Notice

**Program is found in the following core budget(s):** Elections

**1a. What strategic priority does this program address?**

This program provides a mechanism by which Missouri voters can make informed decisions on proposed ballot initiatives and amendments. By publishing the full-text of the proposed ballot measures, voters can read, in its entirety, the proposed changes or additions, and thus make a decision based on a full understanding of the issue, not merely on an abbreviated synopsis or sound bites.

**1b. What does this program do?**

This requirement provides for the publication in local newspapers of the full text of statewide ballot measures as required by the Missouri Constitution and Missouri law. The expenditure of this requirement is dependent upon how many measures are placed on the ballot by initiative petition or by a joint resolution passed by the General Assembly.

**2a. Provide an activity measure(s) for the program.**

Through this program, the full text of statewide ballot measures are printed in newspapers across Missouri.

**2b. Provide a measure(s) of the program's quality.**

**2c. Provide a measure(s) of the program's impact.**

Based on circulation numbers, millions of Missourians are serviced by the newspapers in which the full text of statewide ballot measures are printed. Therefore, millions of potential voters are provided an opportunity to review the full text of proposed issues before voting on those measures.

## PROGRAM DESCRIPTION

**Department** Secretary of State

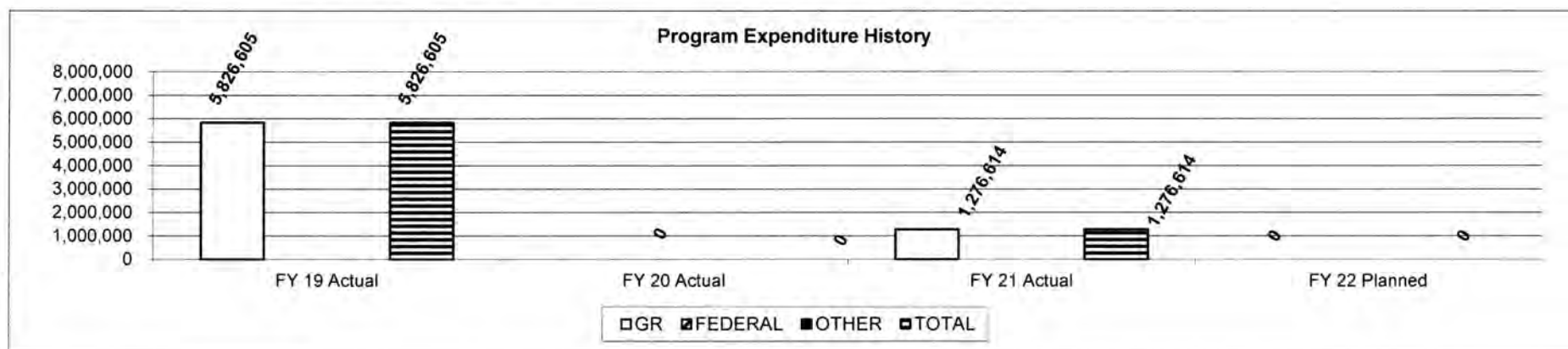
**HB Section(s):** 12.080

**Program Name** Elections Public Notice

**Program is found in the following core budget(s):** Elections

2d. Provide a measure(s) of the program's efficiency.

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



4. What are the sources of the "Other " funds?

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Constitution, Article XII, Section 2(b) and Section 116.260, RSMo

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

No



**NEW DECISION ITEM**

RANK: 3 OF 7

Department: Secretary of State  
 Division: Elections  
 DI Name: Elections Public Notice DI#:1231003

Budget Unit 23151C  
 House Bill 12.080

**1. AMOUNT OF REQUEST**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	5,250,000	0	0	5,250,000
PSD	0	0	0	0
TRF	0	0	0	0
Total	<u>5,250,000</u>	<u>0</u>	<u>0</u>	<u>5,250,000</u>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: <u>Increase to publish election notices in FY23</u>	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

Missouri Constitution, Article XII, Section 2(b) and 116.260 RSMo require the Secretary of State to publish the full text of each statewide ballot measure in local newspapers prior to an election. Additional funds are required to cover the cost of publishing the measures in local newspapers, which provides Missouri voters with necessary material to make informed voting choices. This request will allow the State to meet its constitutional and statutory obligations during FY23.

**NEW DECISION ITEM**

RANK: 3 OF 7

**Department:** Secretary of State **Budget Unit** 23151C  
**Division:** Elections  
**DI Name:** Elections Public Notice **DI#:**1231003 **House Bill** 12.080

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

The cost is dependent on the number of measures placed on the ballot by initiative petition or by joint resolution of the General Assembly and the length of the full text. It is not possible to predict the number of ballot issues in a given year or the length of each initiative petition's full text. This request is for an increase to the appropriation which allows for timely payment to participating newspapers if additional issues are brought to the voters. This decision item is necessary to have funds available to cover the costs of additional ballot measures.

Actual expenditures and number of ballot issues:

FY2007 - \$1,158,155 - 6	FY2013 - \$2,165,100 - 5	FY2017 - \$2,341,601 - 6	FY 21 - \$1,276,614 - 3
FY2009 - \$1,349,126 - 5	FY2015 - \$1,062,547 - 9	FY2019 - \$5,826,605 - 8	
FY2011 - \$1,020,281 - 6			

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
							0	0.0	
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
Professional Services (BOBC 400)	5,250,000						5,250,000		5,250,000
<b>Total EE</b>	5,250,000		0		0		5,250,000		5,250,000
	0				0		0		
<b>Total PSD</b>	0		0		0		0		0
<b>Total TRF</b>	0		0		0		0		0
<b>Grand Total</b>	5,250,000	0.0	0	0.0	0	0.0	5,250,000	0.0	5,250,000

**NEW DECISION ITEM**

RANK: 3 OF 7

**Department:** Secretary of State **Budget Unit** 23151C  
**Division:** Elections  
**DI Name:** Elections Public Notice **DI#:**1231003 **House Bill** 12.080

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0		0		0		0		0
Total PSD	0		0		0		0		0
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

Additional funding will permit the Secretary of State to meet statutory requirements to inform voters of the proposed changes to the state Constitution and/or state statutes.

**6b. Provide an efficiency measure.**

Publishing requirements will be met according to the state Constitution and state statutes.

**6c. Provide the number of clients/individuals served, if applicable.**

All registered Missouri voters.

**6d. Provide a customer satisfaction measure, if available.**

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

The Secretary of State will comply with state statutes relating to publication of statewide ballot measures.

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
ELECTIONS PUBLIC NOTICE								
SOS OPERATING NEW DI - 1231003								
PROFESSIONAL SERVICES	0	0.00	0	0.00	5,250,000	0.00	0	0.00
TOTAL - EE	0	0.00	0	0.00	5,250,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$5,250,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$5,250,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23148C
<b>Division</b>	Elections		
<b>Core</b>	Absentee Ballots	<b>HB Section</b>	12.085

## **1. CORE FINANCIAL SUMMARY**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	27,000	0	0	27,000
PSD	43,000	0	0	43,000
TRF	0	0	0	0
<b>Total</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>70,000</b>
 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

## **2. CORE DESCRIPTION**

115.285, RSMo. requires mailing envelopes used for returning ballots to local election authorities (LEAs) to incorporate a business reply permit so that no ballot, returned by mail, requires postage. Moreover, Missouri law requires that all fees and costs for establishing and maintaining the business reply permit be covered by the Secretary of State. This core is to allow the Elections Division to pay LEAs for using business reply permits on absentee envelopes returned by voters in accordance with Missouri law.

## **3. PROGRAM LISTING (list programs included in this core funding)**

Absentee Ballots

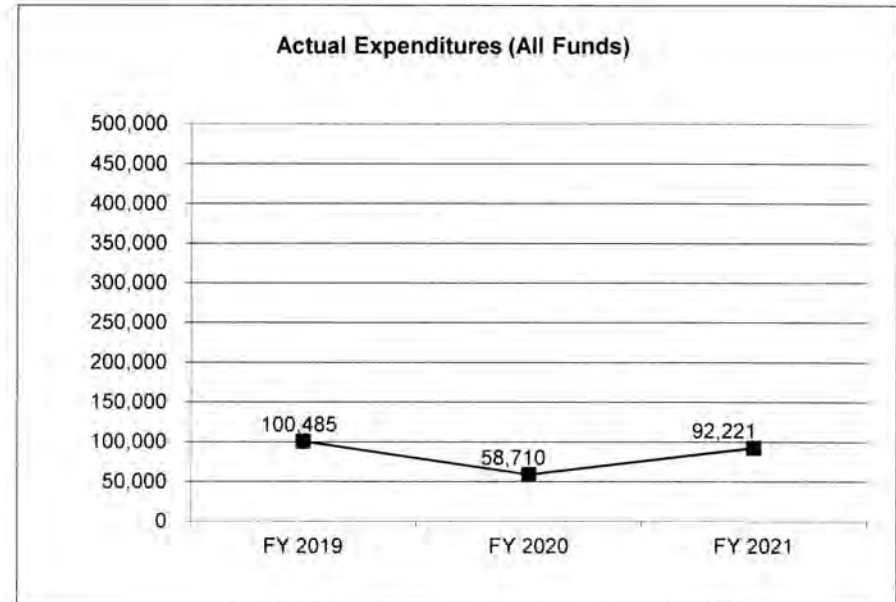
**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23148C
<b>Division</b>	Elections		
<b>Core</b>	Absentee Ballots	<b>HB Section</b>	12.085

**4. FINANCIAL HISTORY**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Current Yr.</b>
Appropriation (All Funds)	125,000	70,000	150,000	70,000
Less Reverted (All Funds)	0	0	N/A	N/A
Less Restricted (All Funds)	0	0	N/A	N/A
Budget Authority (All Funds)	125,000	70,000	150,000	N/A
Actual Expenditures (All Funds)	100,485	58,710	92,221	N/A
Unexpended (All Funds)	24,515	11,290	57,779	N/A
Unexpended, by Fund:				
General Revenue	24,515	11,290	57,779	N/A
Federal	0	0	N/A	N/A
Other	0	0	N/A	N/A

**See Notes**



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

Total absentee ballot postage expenditures for FY21 (2020 election cycle) was \$477,017. The SOS used \$92,221 of 12.085 appropriated GR funds plus \$384,797 of 12.090 appropriated CARES (Fund 2385) funds.

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ABSENTEE BALLOTS

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	27,000	0	0	27,000	
	PD	0.00	43,000	0	0	43,000	
	<b>Total</b>	<b>0.00</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>70,000</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	27,000	0	0	27,000	
	PD	0.00	43,000	0	0	43,000	
	<b>Total</b>	<b>0.00</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>70,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	27,000	0	0	27,000	
	PD	0.00	43,000	0	0	43,000	
	<b>Total</b>	<b>0.00</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>70,000</b>	



# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>ABSENTEE BALLOTS</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	27,000	0.00	27,000	0.00	0	0.00	
TOTAL - EE	0	0.00	27,000	0.00	27,000	0.00	0	0.00	
PROGRAM-SPECIFIC									
GENERAL REVENUE	92,221	0.00	43,000	0.00	43,000	0.00	0	0.00	
TOTAL - PD	92,221	0.00	43,000	0.00	43,000	0.00	0	0.00	
<b>TOTAL</b>	<b>92,221</b>	<b>0.00</b>	<b>70,000</b>	<b>0.00</b>	<b>70,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>Absentee Ballots NDI - 1231001</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	0	0.00	5,000	0.00	0	0.00	
TOTAL - EE	0	0.00	0	0.00	5,000	0.00	0	0.00	
PROGRAM-SPECIFIC									
GENERAL REVENUE	0	0.00	0	0.00	125,000	0.00	0	0.00	
TOTAL - PD	0	0.00	0	0.00	125,000	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>130,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$92,221</b>	<b>0.00</b>	<b>\$70,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
ABSENTEE BALLOTS								
CORE								
SUPPLIES	0	0.00	27,000	0.00	27,000	0.00	0	0.00
TOTAL - EE	0	0.00	27,000	0.00	27,000	0.00	0	0.00
PROGRAM DISTRIBUTIONS	92,221	0.00	43,000	0.00	43,000	0.00	0	0.00
TOTAL - PD	92,221	0.00	43,000	0.00	43,000	0.00	0	0.00
GRAND TOTAL	\$92,221	0.00	\$70,000	0.00	\$70,000	0.00	\$0	0.00
GENERAL REVENUE	\$92,221	0.00	\$70,000	0.00	\$70,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.085

**Program Name** Elections

**Program is found in the following core budget(s):** Absentee Ballots

### 1a. What strategic priority does this program address?

The priority for this program is to assure that the Secretary of State's office can be in compliance with the requirements of 115.285, RSMo.

### 1b. What does this program do?

This program allows voters to return their absentee ballots to their local election authority at no expense to the voter. The local election authority prints a business reply permit on absentee ballot envelopes. The Secretary of State, through this appropriation and in compliance with the requirements of 115.285, RSMo, reimburses the local election authority for the expenses incurred.

### 2a. Provide an activity measure(s) for the program.

116 local election authorities and thousands Missouri voters who cast absentee ballots.

In Calendar Year 2010, 173,639 absentee ballots were cast.

In Calendar Year 2012, 271,972 absentee ballots were cast.

In Calendar Year 2014, 137,006 absentee ballots were cast.

In Calendar Year 2016, 417,096 absentee ballots were cast.

In Calendar Year 2018, 296,251 absentee ballots were cast.

In Calendar Year 2020, 1,181,592 absentee and mail in ballots were cast.

### 2b. Provide a measure(s) of the program's quality.

The quality measure of this program is to allow a voter to return their absentee ballot without personally incurring the cost of postage.

### 2c. Provide a measure(s) of the program's impact.

Missouri law provides for a six (6) week period during which voters who will be unable to vote in-person can do so utilizing the absentee ballot process.

During the last six general election cycles, 2,477,559 absentee ballots were cast. Through this program, voters returning their absentee ballots via the mail are not required to cover the costs of postage. Postage for first class flats was increased by 16 cents a piece effective August of 2021.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.085

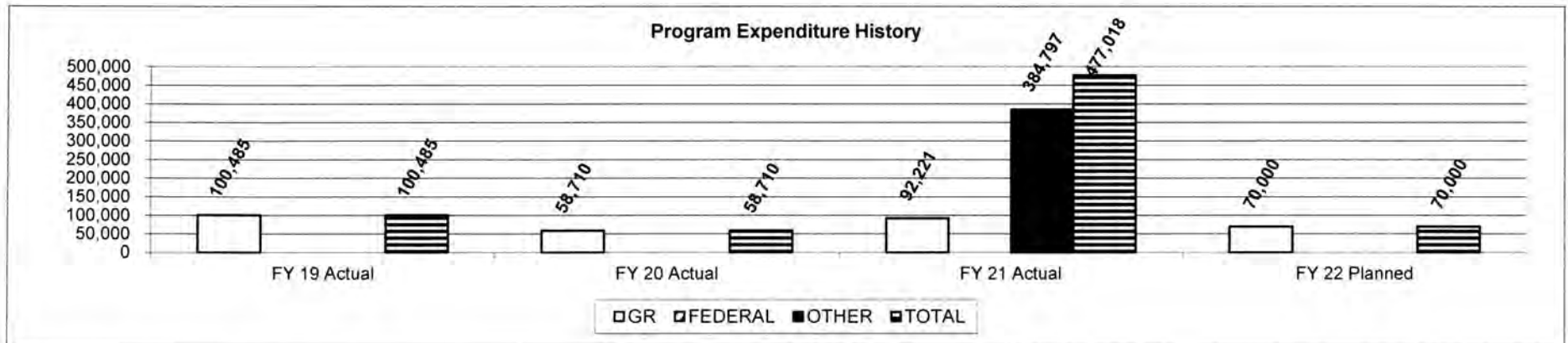
**Program Name** Elections

**Program is found in the following core budget(s):** Absentee Ballots

**2d. Provide a measure(s) of the program's efficiency.**

Voters are able to automatically return their ballot without covering the cost of postage. Usage is tracked by local election authorities and payments to LEAs are made, if possible, within 10 days of submission date of their reimbursement request, based on appropriation authority.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

One time Federal ARPA funds.

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 115.285, RSMo

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

**NEW DECISION ITEM**  
**RANK: 4 OF 8**

<b>Department:</b> Secretary of State	<b>Budget Unit</b> 23148C
<b>Division:</b> Elections	
<b>DI Name:</b> Absentee Ballots <b>DI#: 1231001</b>	<b>HB Section</b> 12.085

**1. AMOUNT OF REQUEST**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	5,000	0	0	5,000
PSD	125,000	0	0	125,000
TRF	0	0	0	0
<b>Total</b>	<b>130,000</b>	<b>0</b>	<b>0</b>	<b>130,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: Mandated by 115.285 RSMo	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

115.285, RSMo. requires mailing envelopes used for returning ballots to local election authorities (LEAs) to incorporate a business reply permit so that no ballot, returned by mail, requires postage. Moreover, Missouri law requires that all fees and costs for establishing and maintaining the business reply permit be covered by the Secretary of State. This program allows for voters to return their absentee ballots to their LEA at no expense to the voter.

**NEW DECISION ITEM**

**RANK:** 4 **OF** 8

<b>Department:</b> Secretary of State	<b>Budget Unit</b> <u>23148C</u>
<b>Division:</b> Elections	
<b>DI Name:</b> Absentee Ballots	<b>DI#:</b> 1231001
	<b>HB Section</b> <u>12.085</u>

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

As a result of the cyclical nature of elections, the expense of this program will increase in FY23 from the current fiscal year. In FY19, there was a primary election as well as general election held for both Federal and State races. FY23 will include those same races. Expenditures have increased due to a 6.9% increase in postage and an increase in voters utilizing absentee voting. All 116 election jurisdictions are eligible for absentee postage reimbursement under 115.285 RSMo. Actual expenditures in odd-numbered fiscal years:

FY2009 - \$115,672	FY2017 - \$111,070
FY2011 - \$81,341	FY2019 - \$100,485
FY2013 - \$96,534	FY2021 - \$92,221*
FY2015 - \$57,517	

\*The current core is \$70,000. Total absentee ballot postage expenditures for FY21 (2020 election cycle) was \$477,017. The SOS used \$92,221 of 12.085 appropriated GR funds plus \$384,797 of 12.090 appropriated CARES (Fund 2385) funds.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req		Dept Req	Dept Req	Dept Req	Dept Req	Dept Req	Dept Req	Dept Req
	GR	Dept Req	FED	FED	OTHER	OTHER	TOTAL	TOTAL	One-Time
	DOLLARS	GR	FTE	DOLLARS	FTE	DOLLARS	FTE	DOLLARS	FTE
								0	0.0
								0	0.0
<b>Total PS</b>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>
Supplies (BOBC 190)	<u>5,000</u>			<u>0</u>		<u>0</u>		<u>5,000</u>	<u>5,000</u>
<b>Total EE</b>	<u>5,000</u>			<u>0</u>		<u>0</u>		<u>5,000</u>	<u>5,000</u>
Program Distributions (BOBC 800)	<u>125,000</u>			<u>0</u>		<u>0</u>		<u>125,000</u>	<u>125,000</u>
<b>Total PSD</b>	<u>125,000</u>			<u>0</u>		<u>0</u>		<u>125,000</u>	<u>125,000</u>
<b>Total TRF</b>	<u>0</u>			<u>0</u>		<u>0</u>		<u>0</u>	<u>0</u>
<b>Grand Total</b>	<u>130,000</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>130,000</u>	<u>0.0</u>	<u>130,000</u>



**NEW DECISION ITEM**  
**RANK: 4 OF 8**

**Department:** Secretary of State **Budget Unit:** 23148C  
**Division:** Elections  
**DI Name:** Absentee Ballots **DI#:** 1231001 **HB Section:** 12.085

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
	0						0		0
Total EE	0		0		0		0		0
	0				0		0		0
Total PSD	0		0		0		0		0
	0				0		0		0
Total TRF	0		0		0		0		0
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

Additional funding will ensure that voters incur no expense to vote absentee by mail.

**6b. Provide an efficiency measure.**

Payments to local election authorities are made, if possible, within 10 days of submission date.

**6c. Provide the number of clients/individuals served, if applicable.**

Qualified registered Missouri voters

**6d. Provide a customer satisfaction measure, if available.**

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

The Secretary of State, through this appropriation, reimburses the local election authorities for the expenses incurred.



# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>ABSENTEE BALLOTS</b>								
<b>Absentee Ballots NDI - 1231001</b>								
CONVERSION DEFAULT	0	0.00	0	0.00	5,000	0.00	0	0.00
TOTAL - EE	0	0.00	0	0.00	5,000	0.00	0	0.00
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	125,000	0.00	0	0.00
TOTAL - PD	0	0.00	0	0.00	125,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$130,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$130,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

**CORE DECISION ITEM**

**Department** Secretary of State  
**Division** Elections  
**Core** Election Costs Transfer

**Budget Unit** 23154C  
**HB Section** 12.095

**1. CORE FINANCIAL SUMMARY**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	4,284,000	0	0	4,284,000
<b>Total</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. CORE DESCRIPTION**

115.077 RSMo. requires the commissioner of the office of administration to transfer from general revenue to the Election Administration Improvement Fund an amount not less than the amount expended in the fiscal year that ended June 30, 2000, which was \$4,284,000. A law change that went into effect on 1/1/19 changed the receipt of this transfer from the Elections Subsidy Fund to the Election Administration Improvement Fund.

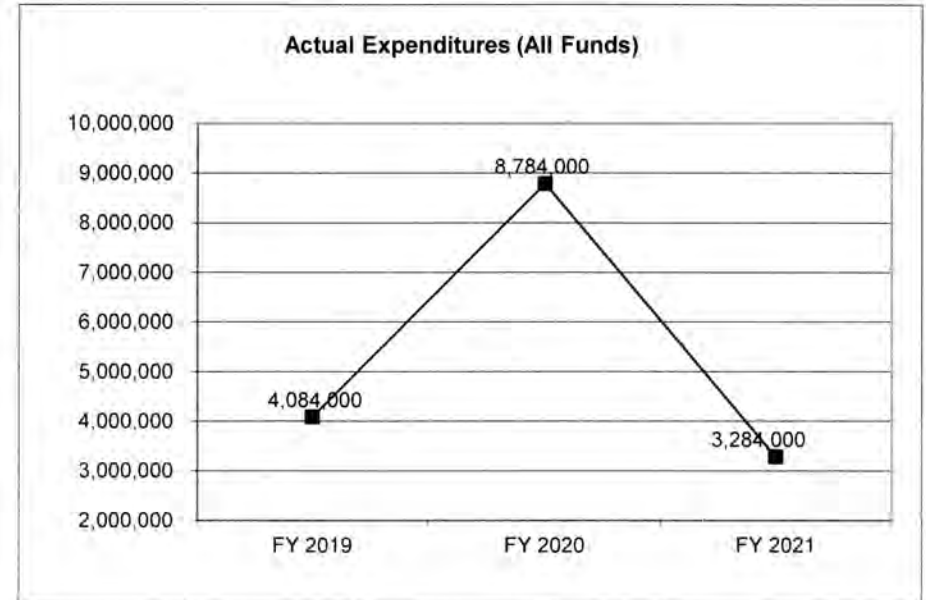
**3. PROGRAM LISTING (list programs included in this core funding)**

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23154C
<b>Division</b>	Elections		
<b>Core</b>	Election Costs Transfer	<b>HB Section</b>	12.095

**4. FINANCIAL HISTORY**

	<u>FY 2019 Actual</u>	<u>FY 2020 Actual</u>	<u>FY 2021 Actual</u>	<u>FY 2022 Current Yr.</u>
Appropriation (All Funds)	4,084,000	9,784,000	3,284,000	4,284,000
Less Reverted (All Funds)	0	0	N/A	N/A
Less Restricted (All Funds)			N/A	N/A
Budget Authority (All Funds)	4,084,000	9,784,000	3,284,000	4,284,000
Actual Expenditures (All Funds)	4,084,000	8,784,000	3,284,000	N/A
Unexpended (All Funds)	0	1,000,000	N/A	N/A
Unexpended, by Fund:				
General Revenue	0	1,000,000	N/A	N/A
Federal	0	0	N/A	N/A
Other	0	0	N/A	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:** In FY18, the fourth quarter allotment of \$896,000 was restricted; therefore, could not be used.  
In FY20, due to the budget crisis, \$1,000,000 was withheld from being transferred.

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ELECTION COSTS TRANSFER

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	TRF	0.00	4,284,000	0	0	4,284,000	
	<b>Total</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	TRF	0.00	4,284,000	0	0	4,284,000	
	<b>Total</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	TRF	0.00	4,284,000	0	0	4,284,000	
	<b>Total</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>ELECTION COSTS TRANSFER</b>									
<b>CORE</b>									
FUND TRANSFERS									
GENERAL REVENUE	3,284,000	0.00	4,284,000	0.00	4,284,000	0.00	0	0.00	
TOTAL - TRF	3,284,000	0.00	4,284,000	0.00	4,284,000	0.00	0	0.00	
<b>TOTAL</b>	<b>3,284,000</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>Election Cost Transfer NDI - 1231002</b>									
FUND TRANSFERS									
GENERAL REVENUE	0	0.00	0	0.00	6,300,000	0.00	0	0.00	
TOTAL - TRF	0	0.00	0	0.00	6,300,000	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>6,300,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$3,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$10,584,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
ELECTION COSTS TRANSFER								
CORE								
TRANSFERS OUT	3,284,000	0.00	4,284,000	0.00	4,284,000	0.00	0	0.00
TOTAL - TRF	3,284,000	0.00	4,284,000	0.00	4,284,000	0.00	0	0.00
GRAND TOTAL	\$3,284,000	0.00	\$4,284,000	0.00	\$4,284,000	0.00	\$0	0.00
GENERAL REVENUE	\$3,284,000	0.00	\$4,284,000	0.00	\$4,284,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	<b>HB Section(s):</b> 12.095
<b>Program Name</b> Election Costs Transfer	
<b>Program is found in the following core budget(s)</b> Elections	

### 1. What does this program do?

Per 115.063, RSMo. the State must pay proportional costs for all elections involving a statewide candidate, statewide issue, state senator, or state representative. The number of special elections called in a fiscal year is contingent upon the number of vacancies and thus is unknown. Additionally, 115.077 RSMo. requires the Secretary of State to transfer from general revenue to the state election subsidy an amount not less than that expended in the fiscal year that ended June 30, 2000, which was \$4,284,000.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Sections 115.063 and 115.077 RSMo.

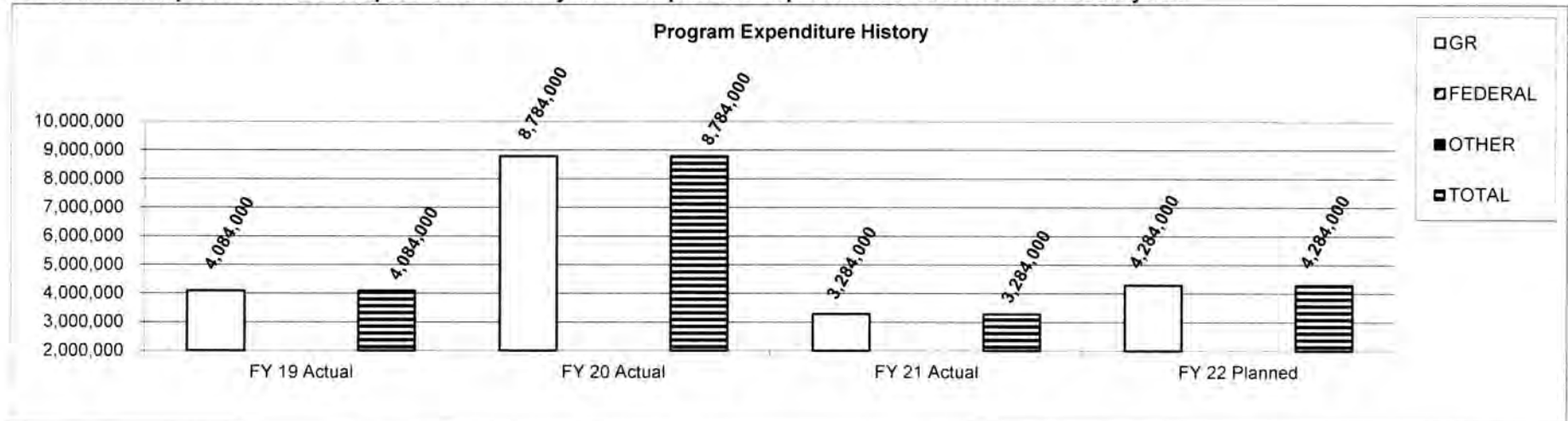
### 3. Are there federal matching requirements? If yes, please explain.

No.

### 4. Is this a federally mandated program? If yes, please explain.

No.

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.





## PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	<b>HB Section(s):</b> 12.095
<b>Program Name</b> Election Costs Transfer	
<b>Program is found in the following core budget(s)</b> Elections	

6. What are the sources of the "Other" funds?

7a. Provide an effectiveness measure.  
Compliance with the requirements of 115.077 RSMo.

7b. Provide an efficiency measure.  
N/A

7c. Provide the number of clients/individuals served, if applicable.  
N/A

7d. Provide a customer satisfaction measure, if available.  
N/A

NEW DECISION ITEM  
RANK: 5 OF 8

<b>Department</b> Secretary of State	<b>Budget Unit</b> <u>23154C</u>
<b>Division</b> Elections	
<b>DI Name</b> Elections Cost Transfer Increase <b>DI#1231002</b>	<b>HB Section</b> <u>12.095</u>

**1. AMOUNT OF REQUEST**

FY 2023 Budget Request				
	GR	Federal	Other	Total E
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	6,300,000	0	0	6,300,000
<b>Total</b>	<b>6,300,000</b>	<b>0</b>	<b>0</b>	<b>6,300,000</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

FY 2023 Governor's Recommendation				
	GR	Federal	Other	Total E
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: <u>RSMo 115.063</u>	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

SB 592, passed in 2018, revised 115.063.2 RSMo, which now states, "All costs of elections involving a statewide candidate or statewide issue and all costs of elections involving candidates for state senator or state representative shall be paid by the state, except that if a political subdivision or special district holds an election on the same day, the costs shall be shared proportionately by the state and the political subdivisions and special districts affected." Based on research of previous elections, this Office anticipates paying approximately 45% of the cost for the August 2022 and November 2022 elections.

NEW DECISION ITEM  
RANK: 5 OF 8

<b>Department</b> Secretary of State	<b>Budget Unit</b> 23154C
<b>Division</b> Elections	
<b>DI Name</b> Elections Cost Transfer Increase <b>DI#1231002</b>	<b>HB Section</b> 12.095

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

The SOS anticipates that the state's proportionate share of the election costs will be approximately 45% of the overall cost of the election. The Secretary of State anticipates the Presidential Preference Primary will cost approximately \$7,000,000. (The 2020 PPP cost \$6.9 million) Using that number as a guide, each election (August and November) will cost the state of Missouri approximately \$3,150,000. Because there will be a primary and general election, the cost of the two elections is estimated to be \$6,300,000.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS	E
							0			
							0	0.0		
<b>Total PS</b>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	
							0			
							0			
							0			
<b>Total EE</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>	
Program Distributions							0			
<b>Total PSD</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>	
Transfers	<u>6,300,000</u>						<u>6,300,000</u>		<u>6,300,000</u>	
<b>Total TRF</b>	<u>6,300,000</u>		<u>0</u>		<u>0</u>		<u>6,300,000</u>		<u>6,300,000</u>	
<b>Grand Total</b>	<u>6,300,000</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>6,300,000</u>	<u>0.0</u>	<u>6,300,000</u>	

NEW DECISION ITEM  
RANK: 5 OF 8

<b>Department</b> Secretary of State				<b>Budget Unit</b> 23154C						
<b>Division</b> Elections										
<b>DI Name</b> Elections Cost Transfer Increase		<b>DI#</b> 1231002		<b>HB Section</b> 12.095						
	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS	E
							0			
							0	0.0		
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0	
							0			
							0			
							0			
Total EE	0		0		0		0		0	
Program Distributions							0			
Total PSD	0		0		0		0		0	
Transfers										
Total TRF	0		0		0		0		0	
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0	

**NEW DECISION ITEM**  
RANK: 5 OF 8

<b>Department</b> <u>Secretary of State</u>	<b>Budget Unit</b> <u>23154C</u>
<b>Division</b> <u>Elections</u>	
<b>DI Name</b> <u>Elections Cost Transfer Increase</u> <b>DI#</b> <u>1231002</u>	<b>HB Section</b> <u>12.095</u>

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

6a. Provide an activity measure(s) for the program.

6b. Provide a measure(s) of the program's quality.

6c. Provide a measure(s) of the program's impact.

6d. Provide a measure(s) of the program's efficiency.

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
ELECTION COSTS TRANSFER								
Election Cost Transfer NDI - 1231002								
TRANSFERS OUT	0	0.00	0	0.00	6,300,000	0.00	0	0.00
TOTAL - TRF	0	0.00	0	0.00	6,300,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$6,300,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$6,300,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23153C
<b>Division</b>	Elections	<b>HB Section</b>	12.090
<b>Core</b>	Federal Election Reform (Elections Admin. Improvement Fund)		

**1. CORE FINANCIAL SUMMARY**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	3,493,159	3,854,661	7,347,820
PSD	0	6,744,104	8,258,571	15,002,675
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>10,237,263</b>	<b>12,113,232</b>	<b>22,350,495</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Funds originally transferred in from General Revenue

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Funds originally transferred in from General Revenue

**2. CORE DESCRIPTION**

This federal program provides funds to states to improve the administration of elections. This includes improving access to the elections process to those with disabilities, maintaining a statewide voter registration database with access by all local election authorities, and creating voter education and poll worker training programs. Federal funds have been received through guidelines of the United States Elections Assistance Commission (EAC) and interest has accrued. Prior to FY20, a transfer from the Elections Subsidy Fund was made annually that provided for federally required matching for maintenance requirements and supported other Help America Vote Act activities. Beginning in FY20, the annual transfer now comes directly from General Revenue and all special elections, as well as federally required matching for maintenance requirements, will be paid from this appropriation.

**3. PROGRAM LISTING (list programs included in this core funding)**

Federal Election Reform

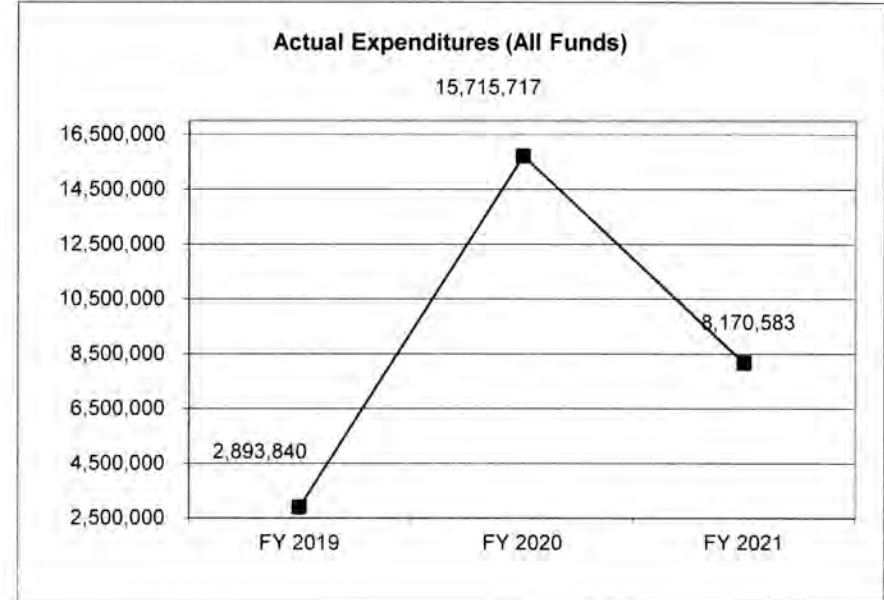


# CORE DECISION ITEM

**Department** Secretary of State **Budget Unit** 23153C  
**Division** Elections  
**Core** Federal Election Reform (Elections Admin. Improvement Fund) **HB Section** 12.090

## 4. FINANCIAL HISTORY

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Current Yr.
Appropriation (All Funds)	14,016,495	23,400,495	38,450,495	22,350,495
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	14,016,495	23,400,495	38,450,495	22,350,495
Actual Expenditures (All Funds)	2,893,840	15,715,717	8,170,583	N/A
Unexpended (All Funds)	11,122,655	7,684,778	30,279,912	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	7,004,106	1,395,963	25,053,065	N/A
Other	4,118,549	6,288,815	5,226,847	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

## NOTES:

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
FEDERAL ELECTION REFORM

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	7,347,820	0	7,347,820	
	PD	0.00	0	15,002,675	0	15,002,675	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>22,350,495</b>	<b>0</b>	<b>22,350,495</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	7,347,820	0	7,347,820	
	PD	0.00	0	15,002,675	0	15,002,675	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>22,350,495</b>	<b>0</b>	<b>22,350,495</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	7,347,820	0	7,347,820	
	PD	0.00	0	15,002,675	0	15,002,675	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>22,350,495</b>	<b>0</b>	<b>22,350,495</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>FEDERAL ELECTION REFORM</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
ELECTION ADMIN IMPROVEMENT	3,210,578	0.00	7,347,820	0.00	7,347,820	0.00	0	0.00	
SOS FEDERAL STIMULUS	33,816	0.00	0	0.00	0	0.00	0	0.00	
TOTAL - EE	3,244,394	0.00	7,347,820	0.00	7,347,820	0.00	0	0.00	
PROGRAM-SPECIFIC									
ELECTION ADMIN IMPROVEMENT	1,125,061	0.00	15,002,675	0.00	15,002,675	0.00	0	0.00	
SOS FEDERAL STIMULUS	3,801,128	0.00	0	0.00	0	0.00	0	0.00	
TOTAL - PD	4,926,189	0.00	15,002,675	0.00	15,002,675	0.00	0	0.00	
<b>TOTAL</b>	<b>8,170,583</b>	<b>0.00</b>	<b>22,350,495</b>	<b>0.00</b>	<b>22,350,495</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$8,170,583</b>	<b>0.00</b>	<b>\$22,350,495</b>	<b>0.00</b>	<b>\$22,350,495</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FEDERAL ELECTION REFORM</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	6,300	0.00	4,500	0.00	4,500	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	2,501	0.00	2,501	0.00	0	0.00
FUEL & UTILITIES	0	0.00	12,000	0.00	12,000	0.00	0	0.00
SUPPLIES	886,389	0.00	83,810	0.00	83,810	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	32,014	0.00	4,001	0.00	4,001	0.00	0	0.00
COMMUNICATION SERV & SUPP	22,155	0.00	103,000	0.00	103,000	0.00	0	0.00
PROFESSIONAL SERVICES	1,074,621	0.00	5,250,000	0.00	5,250,000	0.00	0	0.00
M&R SERVICES	1,220,689	0.00	1,800,000	0.00	1,800,000	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	50,000	0.00	50,000	0.00	0	0.00
OTHER EQUIPMENT	2,226	0.00	2	0.00	2	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	38,000	0.00	38,000	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	3	0.00	3	0.00	0	0.00
MISCELLANEOUS EXPENSES	0	0.00	2	0.00	2	0.00	0	0.00
<b>TOTAL - EE</b>	<b>3,244,394</b>	<b>0.00</b>	<b>7,347,820</b>	<b>0.00</b>	<b>7,347,820</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	1,049,469	0.00	15,002,674	0.00	15,002,674	0.00	0	0.00
REFUNDS	3,876,720	0.00	1	0.00	1	0.00	0	0.00
<b>TOTAL - PD</b>	<b>4,926,189</b>	<b>0.00</b>	<b>15,002,675</b>	<b>0.00</b>	<b>15,002,675</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$8,170,583</b>	<b>0.00</b>	<b>\$22,350,495</b>	<b>0.00</b>	<b>\$22,350,495</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$8,170,583</b>	<b>0.00</b>	<b>\$22,350,495</b>	<b>0.00</b>	<b>\$22,350,495</b>	<b>0.00</b>		<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>

**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.090

**Program Name** Federal Election Reform (Elections Administration Improvement Fund)

**Program is found in the following core budget(s):** Elections

**1a. What strategic priority does this program address?**

Election efficiency and security

**1b. What does this program do?**

The Help America Vote Act of 2002 (HAVA) along with the 2018 HAVA Election Security Grants provided federal funds to states to improve the administration of elections, with the most recent grants having an emphasis on election cybersecurity. The grants also included funding for upgrading equipment, improving access to the elections process for those with disabilities, updating a statewide voter registration database with access by all local election authorities (LEAs), election improvements, and creating voter education and poll worker training programs.

With the passage of SB592 in 2018, all special election costs will now be paid from this appropriation.

**2a. Provide an activity measure(s) for the program.**

A statewide voter registration database accessible to all election authorities was implemented and ongoing maintenance and enhancements are being made to better serve the needs of the LEAs; poll workers, including election judges, are receiving ongoing training to comply with HAVA regulations as well as changes in Missouri election laws; LEAs have been offered poll worker training; information on voter registration and polling place look up have been made available on the SOS website; complaint procedures have been implemented; initiative and referendum petitions submitted have been timely processed; \$3 million has been made available in the past three fiscal years for voter list maintenance activities.

**2b. Provide a measure(s) of the program's quality.**

The Secretary of State must comply with HAVA and state election laws to provide for the distribution and monitoring of federal funds, voter education, poll worker training, voting system qualification, maintenance of a statewide voter registration database, and other election related activities.

**2c. Provide a measure(s) of the program's impact.**

This program continues to assist 116 LEAs and over 4 million registered voters in the State of Missouri to continue to provide the resources to conduct elections.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.090

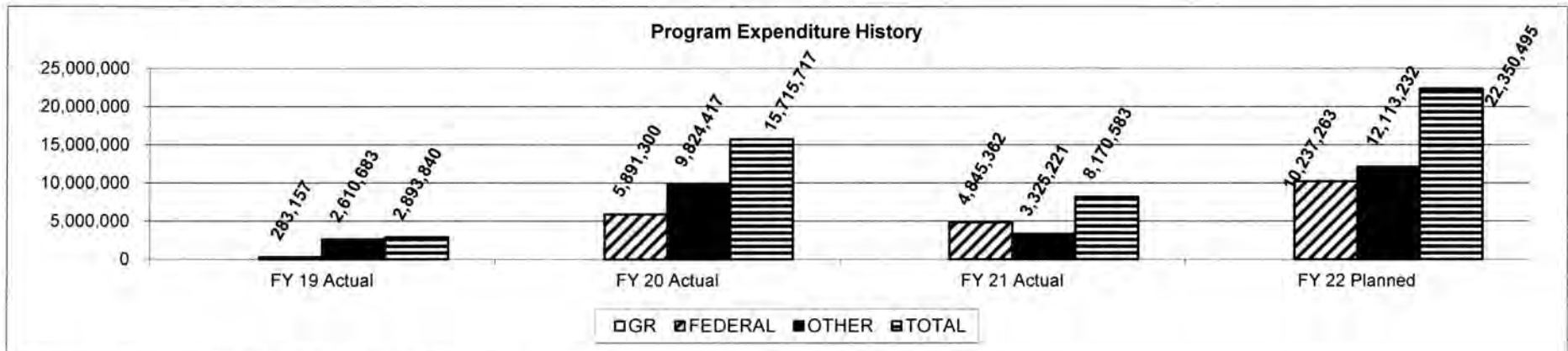
**Program Name** Federal Election Reform (Elections Administration Improvement Fund)

**Program is found in the following core budget(s):** Elections

**2d. Provide a measure(s) of the program's efficiency.**

The disbursement of federal funds to LEAs in order to minimize the time elapsing between the request of funds from the state and subsequent disbursement to the election authority.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

Funds originally transferred in from General Revenue

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

HAVA Public Law and HB 511 (2003), as well as SB 592 (2018)

**6. Are there federal matching requirements? If yes, please explain.**

Yes. 5% match is required for HAVA Title II funds, as well as the Title 1 funds received in 2018 and 2020. There is also a maintenance of effort requirement for Missouri to maintain expenditures for the Elections Division for the Office of the Secretary of State at the same level or greater than for the state fiscal year ending June 30, 2000.

**7. Is this a federally mandated program? If yes, please explain.**

Yes, it is mandated by HAVA Public Law, passed by Congress in 2002.

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23143C
<b>Division</b>	Records and Archives		
<b>Core</b>	Federal Grants	<b>HB Section</b>	12.100

## 1. CORE FINANCIAL SUMMARY

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	9,915	0	9,915
PSD	0	40,085	0	40,085
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification, preservation and access to all historical records in Missouri. The MHRAB is the central advisory body for strategic planning of projects relating to historic records developed and carried out within the state of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Local Records Program and the Missouri Historical Records Grant Program.

## 3. PROGRAM LISTING (list programs included in this core funding)

Missouri Historical Records Advisory Board (MHRAB)

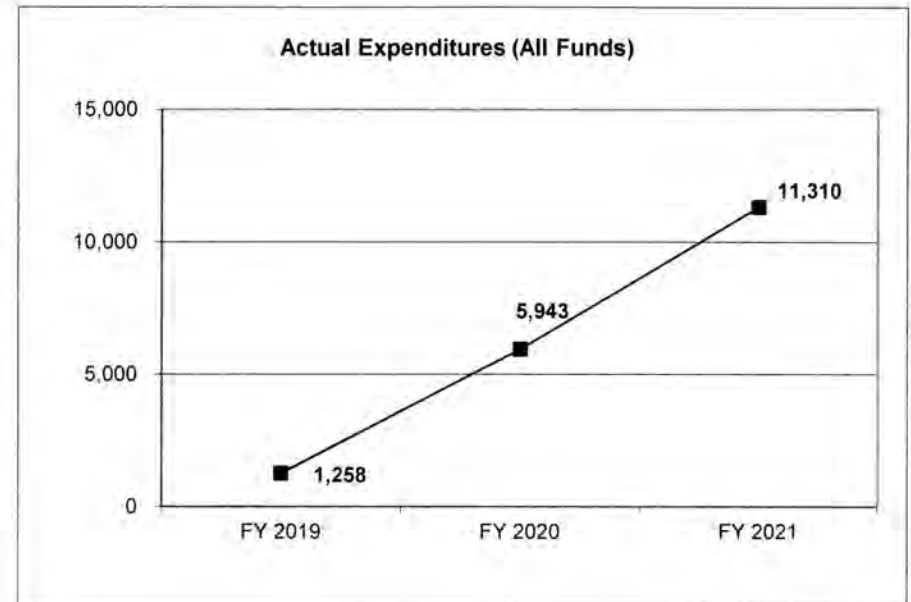


# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23143C
<b>Division</b>	Records and Archives		
<b>Core</b>	Federal Grants	<b>HB Section</b>	12.100

## **4. FINANCIAL HISTORY**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Current Yr.</b>
Appropriation (All Funds)	50,000	50,000	50,000	50,000
Less Restricted (All Funds)	0	0	0	N/A
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	50,000	50,000	50,000	N/A
Actual Expenditures (All Funds)	1,258	5,943	11,310	N/A
Unexpended (All Funds)	48,742	44,057	38,690	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	48,742	44,057	38,690	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

## **NOTES:**

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
FEDERAL GRANTS

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	9,915	0	9,915	
	PD	0.00	0	40,085	0	40,085	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	9,915	0	9,915	
	PD	0.00	0	40,085	0	40,085	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	9,915	0	9,915	
	PD	0.00	0	40,085	0	40,085	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>FEDERAL GRANTS</b>									
<b>CORE</b>									
<b>EXPENSE &amp; EQUIPMENT</b>									
SECRETARY OF STATE RECORDS-FED	2,750	0.00	9,915	0.00	9,915	0.00	0	0.00	
TOTAL - EE	2,750	0.00	9,915	0.00	9,915	0.00	0	0.00	
<b>PROGRAM-SPECIFIC</b>									
SECRETARY OF STATE RECORDS-FED	8,560	0.00	40,085	0.00	40,085	0.00	0	0.00	
TOTAL - PD	8,560	0.00	40,085	0.00	40,085	0.00	0	0.00	
<b>TOTAL</b>	<b>11,310</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$11,310</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FEDERAL GRANTS</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	0	0.00	2,560	0.00	2,560	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	0	0.00
FUEL & UTILITIES	0	0.00	1	0.00	1	0.00	0	0.00
SUPPLIES	0	0.00	1	0.00	1	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	2,750	0.00	3,001	0.00	3,001	0.00	0	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	0	0.00
PROFESSIONAL SERVICES	0	0.00	3,001	0.00	3,001	0.00	0	0.00
M&R SERVICES	0	0.00	1	0.00	1	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	1	0.00	1	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1	0.00	1	0.00	0	0.00
MISCELLANEOUS EXPENSES	0	0.00	1,341	0.00	1,341	0.00	0	0.00
<b>TOTAL - EE</b>	<b>2,750</b>	<b>0.00</b>	<b>9,915</b>	<b>0.00</b>	<b>9,915</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	8,560	0.00	40,084	0.00	40,084	0.00	0	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	0	0.00
<b>TOTAL - PD</b>	<b>8,560</b>	<b>0.00</b>	<b>40,085</b>	<b>0.00</b>	<b>40,085</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$11,310</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$11,310</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>		<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.100

**Program Name** Records and Archives

**Program is found in the following core budget(s):** Federal Grants

**1a. What strategic priority does this program address?**

**1b. What does this program do?**

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification, preservation and access to all historical records in Missouri. The MHRAB is the central advisory body for strategic planning of projects relating to historic records developed and carried out within the state of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) and serves as the review and award panel for grant applications submitted to the Local Records Program and the Missouri Historical Records Grant Program.

**2a. Provide an activity measure(s) for the program.**

From FY15-FY21, the MHRAB and State of Missouri, with financial assistance from the National Historical Publications and Records Commission (NHPRC), has provided both professional development and public workshops with an archival focus at venues across the state. Topics have included genealogy, records digitization, electronic records management, disaster preparedness, reference services and oral history. Total attendance for the 54 workshop offerings was 1200.

**2b. Provide a measure(s) of the program's quality.**

Many individuals attended more than one workshop, in some cases attending four or more.

**2c. Provide a measure(s) of the program's impact.**

Since FY15, the MHRAB has provided workshops for 1200 individuals from colleges/universities, historical societies, genealogical societies, local/state government, museums and religious organizations, as well as the general public.

**2d. Provide a measure(s) of the program's efficiency.**

One thousand two hundred (or ninety-three percent) of the 1285 available registrations in these 54 workshops were filled. Workshop attendance in urban areas tended to be higher.

## PROGRAM DESCRIPTION

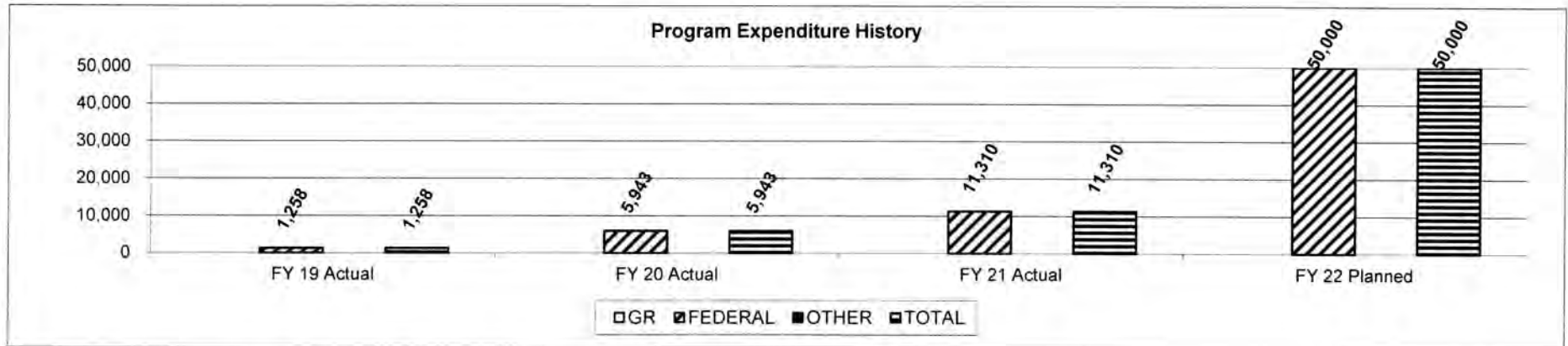
**Department** Secretary of State

**HB Section(s):** 12.100

**Program Name** Records and Archives

**Program is found in the following core budget(s):** Federal Grants

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo 109.221; Federal Statute, 44 USC 25; 36 CFR 1206.

**6. Are there federal matching requirements? If yes, please explain.**

Yes, there is a 50/50 match for NHPRC federal grants.

**7. Is this a federally mandated program? If yes, please explain.**

No. The federal government encourages states to have State Historical Record Advisory Boards and provides grant funding to those states who have boards.

### CORE DECISION ITEM

Department	Secretary of State				Budget Unit	23160C			
Division	Records and Archives				HB Section	12.105			
Core	Local Records Grants								
1. CORE FINANCIAL SUMMARY									
	FY 2023 Budget Request					FY 2023 Governor's Recommendation			
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	0	0	0	EE	0	0	0	0
PSD	0	0	400,000	400,000	PSD	0	0	0	0
TRF	0	0	0	0	TRF	0	0	0	0
Total	0	0	400,000	400,000	Total	0	0	0	0
FTE	0.00	0.00	0.00	0.00	FTE	0.00	0.00	0.00	0.00
Est. Fringe	0	0	0	0	Est. Fringe	0	0	0	0
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.					Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				
Other Funds:	Local Records Preservation (0577)				Other Funds:	Local Records Preservation (0577)			
2. CORE DESCRIPTION									
Local Records Grants facilitate more secure storage of, and faster access to, records produced by local government entities (political subdivisions with taxing authority) to meet the information needs of public officials, private citizens, and general public interest. Public records security and access insures the preservation of public information of permanent intrinsic or historic value, and facilitates information access as required by state statutes, for both the record provider and the information seeker. Grant funds are available by means of dedicated user fees collected by county recorders of deeds. This fund provides financial resources beyond those of the awarded local entity to effectively maintain, manage, and preserve public records through sound records management policies and practices, archival preservation of long-term or historically significant records, as well as appropriate storage and access supplies.									
3. PROGRAM LISTING (list programs included in this core funding)									
Local Records Preservation Grants									

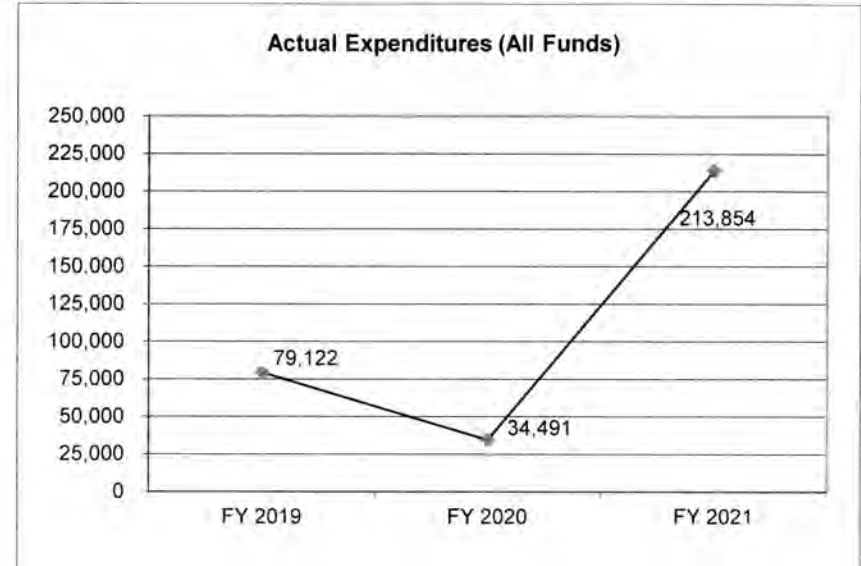


**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23160C
<b>Division</b>	Records and Archives		
<b>Core</b>	Local Records Grants	<b>HB Section</b>	12.105

**4. FINANCIAL HISTORY**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Current Yr.</b>
Appropriation (All Funds)	400,000	400,000	400,000	400,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	400,000	400,000	400,000	N/A
Actual Expenditures (All Funds)	79,122	34,491	213,854	N/A
Unexpended (All Funds)	320,878	365,509	186,146	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	320,878	365,509	186,146	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
LOCAL RECORDS GRANTS

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
DEPARTMENT CORE REQUEST							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
LOCAL RECORDS GRANTS									
CORE									
PROGRAM-SPECIFIC									
LOCAL RECORDS PRESERVATION	213,854	0.00	400,000	0.00	400,000	0.00	0	0.00	
TOTAL - PD	213,854	0.00	400,000	0.00	400,000	0.00	0	0.00	
TOTAL	213,854	0.00	400,000	0.00	400,000	0.00	0	0.00	
GRAND TOTAL	\$213,854	0.00	\$400,000	0.00	\$400,000	0.00	\$0	0.00	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
LOCAL RECORDS GRANTS								
CORE								
PROGRAM DISTRIBUTIONS	213,854	0.00	400,000	0.00	400,000	0.00	0	0.00
TOTAL - PD	213,854	0.00	400,000	0.00	400,000	0.00	0	0.00
GRAND TOTAL	\$213,854	0.00	\$400,000	0.00	\$400,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$213,854	0.00	\$400,000	0.00	\$400,000	0.00		0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.105

**Program Name** Records and Archives

**Program is found in the following core budget(s):** Local Records Grants

**1a. What strategic priority does this program address?**

Local Records Preservation Grants promote good records management practices and encourage local governments to actively address their recordkeeping.

**1b. What does this program do?**

Local Records Preservation Grants provide financial assistance and implementation guidance to local governments and political subdivisions with taxing authority for approved records management and/or preservation projects.

**2a. Provide an activity measure(s) for the program.**

The Local Records Preservation Grant Program has funded 1,111 grants. These include 458 grants to counties, 349 grants to cities, 278 grants to school districts, and an additional 26 grants were awarded to fire districts, water districts and other local government agencies. This total includes ongoing emergency grants made to Carter County to recover/stabilize and image records immersed in the courthouse flood of April 2017.

**2b. Provide a measure(s) of the program's quality.**

See 2a and 2c

**2c. Provide a measure(s) of the program's impact.**

The grant program provides funding, primarily, for reformatting records and improved storage. Through the program, local government records are imaged, and storage microfilm is created for preservation in the Records and Archives Division microfilm vault. This is a best practice for preservation and disaster preparedness. Through FY21, 22,667 rolls of microfilm have been produced through the grant program. These rolls contain approximately 32.9 million pages of local government records.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.105

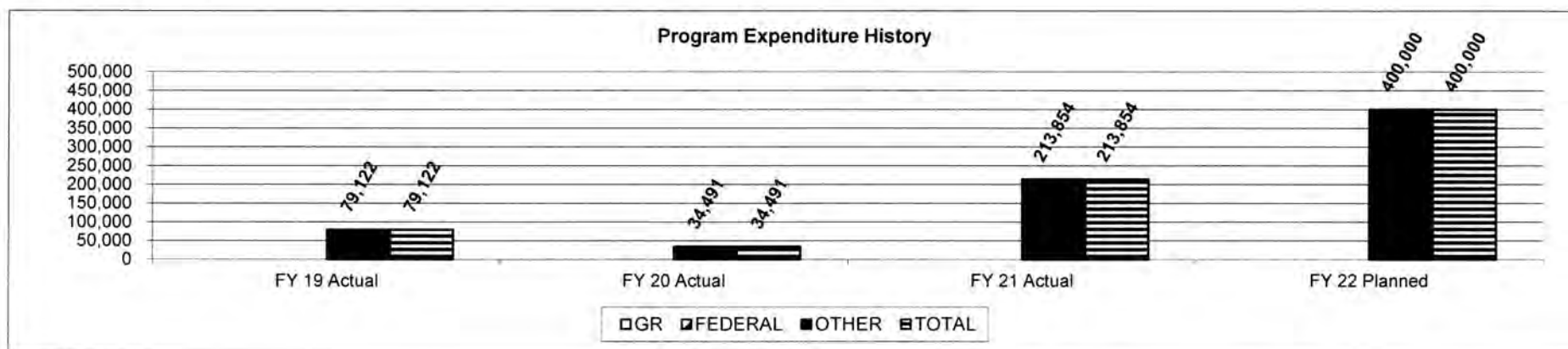
**Program Name** Records and Archives

**Program is found in the following core budget(s):** Local Records Grants

**2d. Provide a measure(s) of the program's efficiency.**

The grant program has returned 7.1 million dollars to local government for self-directed records management and preservation projects over 26 grant cycles. The average grant of \$6,361 allows grantees to undertake projects that in many cases would be cost prohibitive.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

Local Records Preservation Fund (0577)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMO 59.319, 109.220

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23157C
<b>Division</b>	Records and Archives	<b>HB Section</b>	12.110
<b>Core</b>	Document Preservation		

**1. CORE FINANCIAL SUMMARY**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	2,000	2,000
PSD	0	0	23,000	23,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>
 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Document Preservation Fund (0836)

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Document Preservation Fund (0836)

**2. CORE DESCRIPTION**

The State Document Preservation Fund consists of all moneys received by the Missouri State Archives from gifts, bequests, or contributions for the specific purpose of preserving legal, historical, and genealogical materials and making them available to the public. The Document Preservation Fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. Various projects include grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.

**3. PROGRAM LISTING (list programs included in this core funding)**

Document Preservation Fund

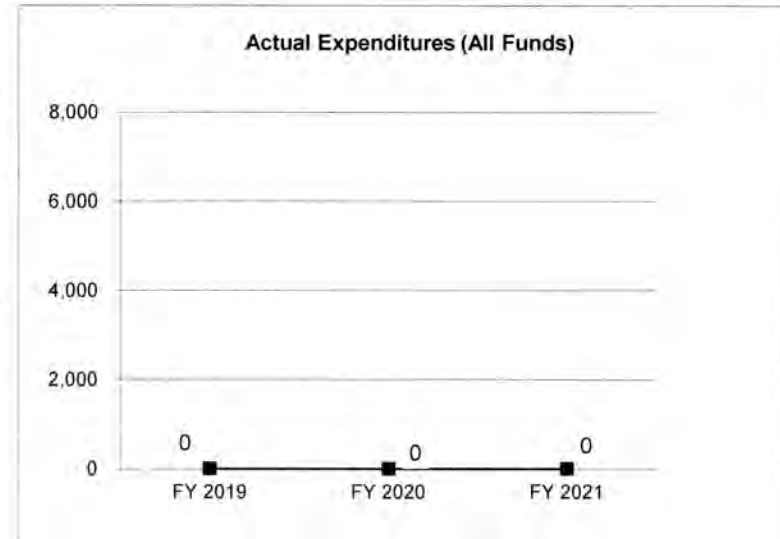


**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23157C
<b>Division</b>	Records and Archives		
<b>Core</b>	Document Preservation	<b>HB Section</b>	12.110

**4. FINANCIAL HISTORY**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Current Yr.</b>
Appropriation (All Funds)	25,001	25,000	25,000	25,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	25,001	25,000	25,000	N/A
Actual Expenditures (All Funds)	0	0	0	N/A
Unexpended (All Funds)	25,001	25,000	25,000	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	25,001	25,000	25,000	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
DOCUMENT PRESERVATION

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	0	2,000	2,000	
	PD	0.00	0	0	23,000	23,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	0	2,000	2,000	
	PD	0.00	0	0	23,000	23,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	0	2,000	2,000	
	PD	0.00	0	0	23,000	23,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
DOCUMENT PRESERVATION									
CORE									
EXPENSE & EQUIPMENT									
STATE DOCUMENT PRESERVATION	0	0.00	2,000	0.00	2,000	0.00	0	0.00	
TOTAL - EE	0	0.00	2,000	0.00	2,000	0.00	0	0.00	
PROGRAM-SPECIFIC									
STATE DOCUMENT PRESERVATION	0	0.00	23,000	0.00	23,000	0.00	0	0.00	
TOTAL - PD	0	0.00	23,000	0.00	23,000	0.00	0	0.00	
TOTAL	0	0.00	25,000	0.00	25,000	0.00	0	0.00	
GRAND TOTAL	\$0	0.00	\$25,000	0.00	\$25,000	0.00	\$0	0.00	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
DOCUMENT PRESERVATION								
CORE								
PROFESSIONAL DEVELOPMENT	0	0.00	1,000	0.00	1,000	0.00	0	0.00
PROFESSIONAL SERVICES	0	0.00	1,000	0.00	1,000	0.00	0	0.00
TOTAL - EE	0	0.00	2,000	0.00	2,000	0.00	0	0.00
PROGRAM DISTRIBUTIONS	0	0.00	22,999	0.00	22,999	0.00	0	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	0	0.00
TOTAL - PD	0	0.00	23,000	0.00	23,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$25,000	0.00	\$25,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$25,000	0.00	\$25,000	0.00		0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.110

**Program Name** Records and Archives

**Program is found in the following core budget(s):** Document Preservation

**1a. What strategic priority does this program address?**

The Document Preservation Fund was created in 1996 to allow the Missouri State Archives to accept donations for the specific purpose of preserving and making available to the public documents of importance to the State of Missouri.

**1b. What does this program do?**

The State Document Preservation Fund consists of all moneys received by the Missouri State Archives from gifts, bequests, or contributions for the specific purpose of preserving legal, historical, and genealogical materials and making them available to the public. The Document Preservation Fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. Various projects include grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.

**2a. Provide an activity measure(s) for the program.**

During FY08 and FY09, funds from the Document Preservation Fund were spent making death certificates more accessible online. The effectiveness of this expenditure can be seen in the decline in physical death certificate requests from 15,455 in 2006 to almost none from 2009 to the present. More recent preservation and access projects include records for the Missouri Supreme Court, Union Veterans Home, and early Land Sales. In FY17, the photographic prints of Missouri's first state photographer, Gerald R. Massie (1911-1989), were digitized with funds from the document preservation fund for easier access.

**2b. Provide a measure(s) of the program's quality.**

See 2a and 2c.

**2c. Provide a measure(s) of the program's impact.**

In FY21, the Missouri State Archives website received 19,644,293 searches.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.110

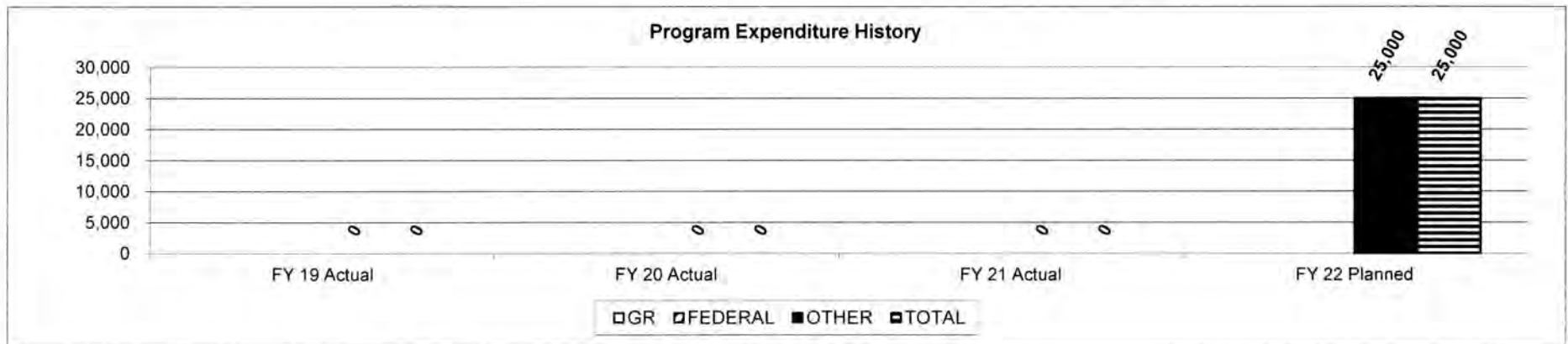
**Program Name** Records and Archives

**Program is found in the following core budget(s):** Document Preservation

**2d. Provide a measure(s) of the program's efficiency.**

The Missouri State Archives has been recognized by Family Tree Magazine for 18 consecutive years because of the no-cost easy access to records provided by the Missouri State Archives website.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

Document Preservation (0836)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo 109.005

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

# CORE DECISION ITEM

**Department** Secretary of State  
**Division** Library Services  
**Core** State Aid for Public Libraries

**Budget Unit** 23515C  
**HB Section** 12.115

## 1. CORE FINANCIAL SUMMARY

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	3,504,001	0	0	3,504,001
TRF	0	0	0	0
<b>Total</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

## 2. CORE DESCRIPTION

Under the Missouri Constitution and state statutes, the General Assembly appropriates funds to support public libraries. State aid is appropriated to libraries that have a minimum voted tax or local government support equal to \$.10 per \$100 of assessed valuation. Libraries use these funds to improve information access and develop stronger library services for Missouri citizens. Funds are distributed to public libraries on a per capita basis and to libraries in less affluent counties for equalization aid, and to other public libraries for purposes compliant with RSMo 181.060.

## 3. PROGRAM LISTING (list programs included in this core funding)

State Aid to Public Libraries

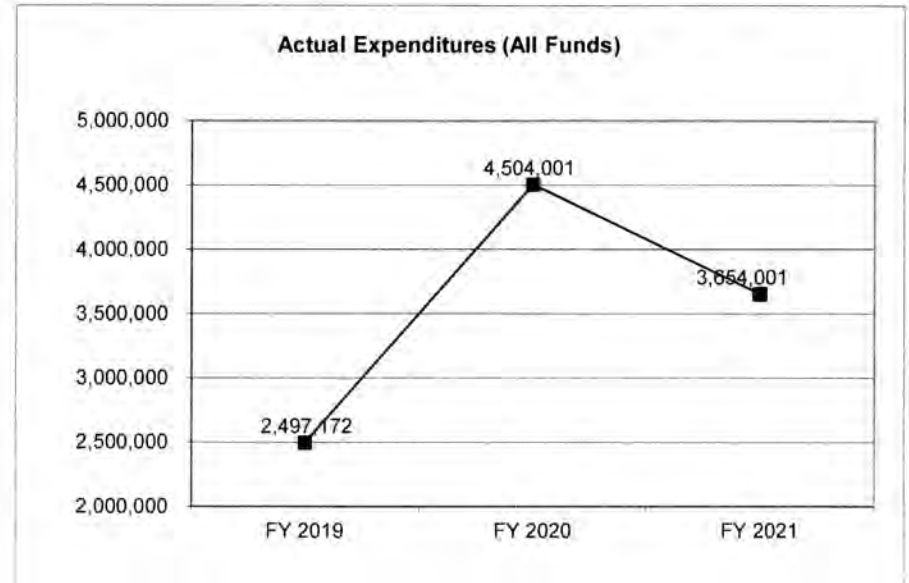
## 4. FINANCIAL HISTORY



**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23515C
<b>Division</b>	Library Services		
<b>Core</b>	State Aid for Public Libraries	<b>HB Section</b>	12.115

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Current Yr.
Appropriation (All Funds)	2,323,776	4,504,001	3,504,001	3,504,001
Less Reverted (All Funds)	0	0	0	0
Less Restricted (All Funds)	0	0	0	0
Budget Authority (All Funds)	2,323,776	4,504,001	3,504,001	N/A
Actual Expenditures (All Funds)	2,497,172	4,504,001	3,654,001	N/A
Unexpended (All Funds)	(173,396)	0	(150,000)	N/A
Unexpended, by Fund:				
General Revenue	(173,396)	0	(150,000)	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

The FY21 expenditures include \$150,000 that was transferred from Elections Public Notice and into State Aid for Libraries, thus increasing the FY21 appropriation from \$3,504,001 to \$3,654,001. This transfer was allowed by HB12.

The FY20 budget includes \$1,000,000 that was paid to the Harry S Truman Library.

The FY19 expenditures include \$173,396 that was transferred from Elections Public Notice and into State Aid for Libraries, thus increasing the FY19 appropriation from \$2,323,776 to \$2,497,172. This transfer was allowed by HB12.

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
STATE AID FOR PUBLIC LIBRARY

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PD	0.00	3,504,001	0	0	3,504,001	
	<b>Total</b>	<b>0.00</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>	
DEPARTMENT CORE REQUEST							
	PD	0.00	3,504,001	0	0	3,504,001	
	<b>Total</b>	<b>0.00</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>	
GOVERNOR'S RECOMMENDED CORE							
	PD	0.00	3,504,001	0	0	3,504,001	
	<b>Total</b>	<b>0.00</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
STATE AID FOR PUBLIC LIBRARY									
CORE									
PROGRAM-SPECIFIC									
GENERAL REVENUE	3,654,001	0.00	3,504,001	0.00	3,504,001	0.00	0	0.00	
TOTAL - PD	3,654,001	0.00	3,504,001	0.00	3,504,001	0.00	0	0.00	
TOTAL	3,654,001	0.00	3,504,001	0.00	3,504,001	0.00	0	0.00	
GRAND TOTAL	\$3,654,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00	\$0	0.00	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
STATE AID FOR PUBLIC LIBRARY								
CORE								
PROGRAM DISTRIBUTIONS	3,654,001	0.00	3,504,001	0.00	3,504,001	0.00	0	0.00
TOTAL - PD	3,654,001	0.00	3,504,001	0.00	3,504,001	0.00	0	0.00
GRAND TOTAL	\$3,654,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00	\$0	0.00
GENERAL REVENUE	\$3,654,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.115

**Program Name** State Aid for Public Libraries

**Program is found in the following core budget(s):** State Aid for Public Libraries

### 1a. What strategic priority does this program address?

State Aid for Public Libraries makes a vital contribution to improving public library services for Missourians. The program provides funds to public libraries that meet the requirements specified in the Missouri Constitution, Article IX, Section 10 and in RSMo 181.060. Public libraries having a minimum voted tax of local government support equal to ten cents per \$100 of assessed valuation are eligible to receive funds from this program. The average tax rate is set at \$.2066.

### 1b. What does this program do?

While public libraries in Missouri are funded primarily through property taxes, this program provides funds that help bridge local variations in funding due to differences in local property valuations and voted tax rates. In large cities and small towns alike, libraries serve as community anchors and provide baseline access to government services, economic opportunity, and support for students. In many communities, public libraries provide the only no cost high speed internet access, heavily used by people seeking jobs, filling out application forms, researching business opportunities, participating in online classes, or filing their taxes. For children, public libraries support early learning and education through storytimes, summer reading programs, and help with homework. State aid funds are used for computer technology or other equipment, Internet connectivity, print and digital resources, and library staff.

State aid applications are submitted annually for review and certification by the State Librarian. Once approved, local library boards of trustees decide how to allocate these funds according to the highest local needs and priorities. The Secretary of State and the State Library provide service guidelines through the Missouri Public Library Standards. These Standards provide benchmarks for per capita income, hours of service, amount of funds to be budgeted for library collections, and guidelines for determining current and future community technology needs. Many libraries in Missouri currently struggle to meet the Missouri Public Library Standards. State aid funding provides modest support for libraries moving to meet the benchmarks.

### 2a. Provide an activity measure(s) for the program.

#### *Population Served:*

	2018	2019	2020
Eligible library districts	161	159	160
Population	5,481,977	5,460,313	5,457,118

### 2b. Provide a measure(s) of the program's quality.

Individual libraries survey their users on satisfaction with services provided. In addition, program attendance and check out statistics are collected.

### 2c. Provide a measure(s) of the program's impact.

Most Missourians recognize the value of library service, and have a library card:

	2018	2019	2020
Number of Missourians with a library card, from statistical report	3,177,377	3,224,013	3,307,850
Percent of population of library districts	57.94%	58.90%	60.55%
Total materials borrowed from libraries	60,048,675	59,404,667	49,445,167

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.115

**Program Name** State Aid for Public Libraries

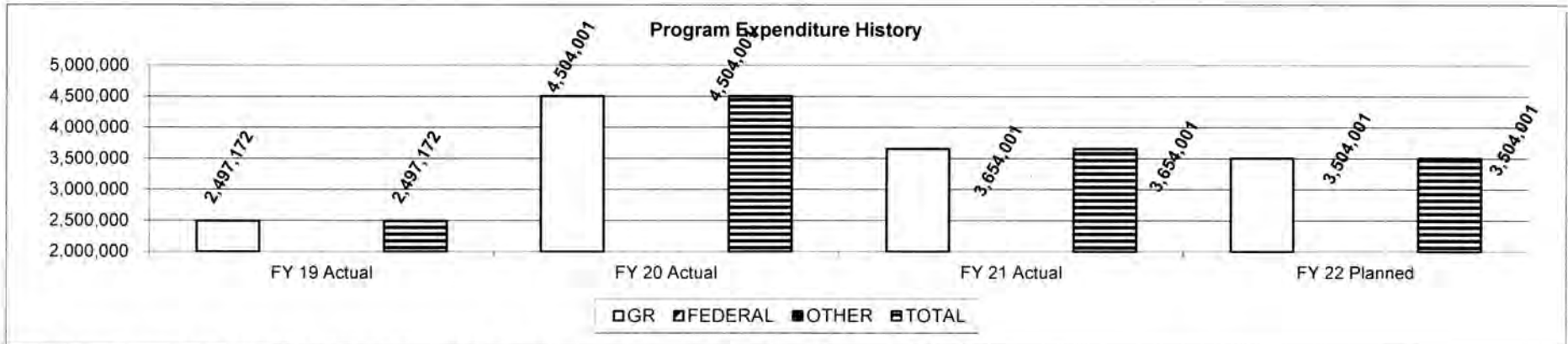
**Program is found in the following core budget(s):** State Aid for Public Libraries

**2d. Provide a measure(s) of the program's efficiency.**

Many Missourians rely on their local library for access to the Internet. Libraries provide Internet access using high speed connections at no charge for the user. This provides high quality and efficiency for the user.

	2018	2019	2020
Uses of Library-provided Computers	4,601,200	4,238,490	3,200,993
Wireless Sessions at Libraries	3,571,845	4,059,928	4,867,682

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



Please note: the FY20 budget includes \$1,000,000 that was paid to the Harry S. Truman Library.

**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo Ch. 181.060; Mo Constitution, Article IX, Section 10

**6. Are there federal matching requirements? If yes, please explain.**

Expenditures made from this appropriation are used to meet the 34% match required on the grants received from the Institute of Museum and Library Services.

**7. Is this a federally mandated program? If yes, please explain.**

No

# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23520C
<b>Division</b>	Library Services		
<b>Core</b>	REAL Program	<b>HB Section</b>	12.120

## **1. CORE FINANCIAL SUMMARY**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	3,109,250	0	0	3,109,250
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>3,109,250</b>	<b>0</b>	<b>0</b>	<b>3,109,250</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

## **2. CORE DESCRIPTION**

The Remote Electronic Access for Libraries (REAL) Program provides Internet access, peripheral items, training and technical support for public libraries and licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies. The REAL Program is one of the contractual programs for the Missouri Research and Educational Network (MOREnet). MOREnet maintains a high-capacity, high speed telecommunications network in the State of Missouri.

## **3. PROGRAM LISTING (list programs included in this core funding)**

Remote Electronic Access for Libraries (REAL) Program

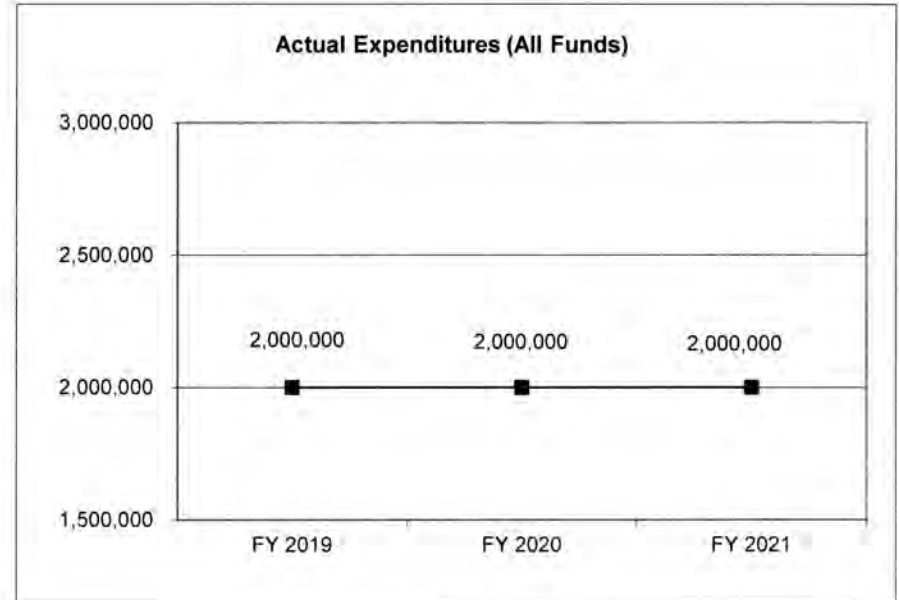


**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23520C
<b>Division</b>	Library Services		
<b>Core</b>	REAL Program	<b>HB Section</b>	12.120

**4. FINANCIAL HISTORY**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Current Yr.</b>
Appropriation (All Funds)	2,000,000	2,000,000	2,000,000	3,109,250
Less Reverted (All Funds)		0	0	0
Less Restricted (All Funds)	0	0	0	0
Budget Authority (All Funds)	2,000,000	2,000,000	2,000,000	N/A
Actual Expenditures (All Funds)	2,000,000	2,000,000	2,000,000	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
REAL

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	3,109,250	0	0	3,109,250	
	<b>Total</b>	<b>0.00</b>	<b>3,109,250</b>	<b>0</b>	<b>0</b>	<b>3,109,250</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	3,109,250	0	0	3,109,250	
	<b>Total</b>	<b>0.00</b>	<b>3,109,250</b>	<b>0</b>	<b>0</b>	<b>3,109,250</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	3,109,250	0	0	3,109,250	
	<b>Total</b>	<b>0.00</b>	<b>3,109,250</b>	<b>0</b>	<b>0</b>	<b>3,109,250</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
REAL									
CORE									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	1,500,000	0.00	3,109,250	0.00	3,109,250	0.00	0	0.00	
TOTAL - EE	1,500,000	0.00	3,109,250	0.00	3,109,250	0.00	0	0.00	
TOTAL	1,500,000	0.00	3,109,250	0.00	3,109,250	0.00	0	0.00	
GRAND TOTAL	\$1,500,000	0.00	\$3,109,250	0.00	\$3,109,250	0.00	\$0	0.00	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
REAL								
CORE								
PROFESSIONAL SERVICES	1,500,000	0.00	3,109,250	0.00	3,109,250	0.00	0	0.00
TOTAL - EE	1,500,000	0.00	3,109,250	0.00	3,109,250	0.00	0	0.00
GRAND TOTAL	\$1,500,000	0.00	\$3,109,250	0.00	\$3,109,250	0.00	\$0	0.00
GENERAL REVENUE	\$1,500,000	0.00	\$3,109,250	0.00	\$3,109,250	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**HB Section(s):** 12.120

**Program Name:** Remote Electronic Access for Libraries Program (REAL)

**Program is found in the following core budget(s):** REAL Program

### 1a. What strategic priority does this program address?

To provide Missourians with expanded services for learning and equity of access to quality library resources, services and technology to support individuals' needs for education, lifelong learning, and digital literacy skills.

### 1b. What does this program do?

The REAL Program provides internet access, network security, training, technical support, and peripheral services for public libraries, as well as licensing of shared electronic reference resources available to Missouri's participating public libraries, K-12 schools, higher education institutions and state agencies.

Public libraries serve as the sole source of high speed internet access for many Missourians, especially in our rural communities. In order for Missourians to compete in an online environment for jobs and business revenue, they need a basic level of computer skills and access to internet resources. Using local library's high speed internet access, patrons access government forms, apply for jobs and receive essential online training courses. As schools continue to increase their use of electronic resources in their curricula, public libraries often provide the only means for students to complete research and online assignments outside school hours, particularly for those who have no Internet-enabled device or lack reliable or affordable Internet access at home.

Beginning in March 2020 and continuing throughout the pandemic, public libraries have served an even more essential role, enabling access to wi-fi network connectivity outside their buildings (into the parking lot), providing hot spot/mi-fi device checkout to enable Internet connectivity in homes and other remote locations and wi-fi enabled devices for patron and community use, all in support of the immediate and ongoing shift to remote learning, working and health care.

To meet the ongoing demand for Internet access to serve their local communities, the three-year average bandwidth growth across all REAL Program participating library connections is nearly 24%. The American Library Association (ALA) currently recommends connections of 100 megabits per second (Mbps) for libraries serving populations of 50,000 or less and 1 gigabit per second (Gbps) for libraries serving populations larger than 50,000. Today, thirteen REAL participating library connections meets the ALA recommendations for 100 Mbps for a population of 50,000 or less.

The REAL Program appropriation includes funding for several types of database services including a general periodicals database, downloadable ebooks, K-12 research resources, genealogical and historical sources, as well as resources for health, business, and other popular research topics. These services are heavily used by all types of libraries and are also available to state agencies. Without this program, individually most public libraries and schools would be unable to afford access to electronic information resources. Those that are able to afford access would individually pay a considerably higher per capita cost for these resources, thus wasting scarce taxpayer dollars. For example, the fiscal year 2020 cost for one such statewide product license is \$667,182. If instead of a statewide license, every participating K-12 school, public library and higher education institution had to acquire its own individual license, the total combined cost to taxpayers would exceed an estimated \$10 million.

The Missouri Research and Education Network (MOREnet) offers essential technical services and maintains a high-capacity, high speed statewide telecommunications network in the State of Missouri. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**HB Section(s):** 12.120

**Program Name:** Remote Electronic Access for Libraries Program (REAL)

**Program is found in the following core budget(s):** REAL Program

**2a. Provide an activity measure(s) for the program.**

	FY 2018	FY 2019	FY 2020	FY 2021	Projected FY 2022	Projected FY 2023
Number of libraries participating	121	122	121	121	136	137
Total eligible	151	148	150	149	148	149
Percent of eligible library districts	80.1%	82.4%	80.7%	81.2%	91.9%	91.9%

**2b. Provide a measure(s) of the program's quality.**

Participants contacting MOREnet's support team for assistance receive an electronic satisfaction survey following the resolution of their issue(s). This survey asks the participant to rate performance in six areas: Timeliness of Initial Response, Subject Matter Knowledge, Effectiveness of Solution, Time to Resolution, Frequency and Clarity of Staff Communication, and Customer Service. The data shown below is averaged across all public library participants, types of assistance and areas of performance. Since FY14, 97% of respondents report they are satisfied with the service received from the help desk.

	FY 2018	FY 2019	FY 2020	FY 2021	Projected FY 2022	Projected FY 2023
Percent satisfied with help desk service	97.2%	96.1%	98.5%	95.0%	98.0%	98.0%

**2c. Provide a measure(s) of the program's impact.**

Electronic Resource Usage

The electronic resources provided by the REAL Program provide important reference information to residents throughout the state. Not only are these services heavily used by public libraries and the people they serve, these resources are essential to K-12 and higher education libraries and classrooms and the students they serve. Without these shared resources, most public libraries and schools will not be able to afford access to electronic information resources, and the few able to afford to pay for individual access would pay more in total.

Electronic Resources Usage

	FY 2018*	FY 2019	FY 2020	FY 2021	Proj FY 2022	Proj FY 2023
General Periodical/K-12 Reference Searches	95,384,219	98,876,824	112,555,035	118,763,475	122,326,379	125,996,171

\*Note changes in the way the vendor tracks usage statistics and the way member organizations configure their library automation systems and discovery services can dramatically impact how searches are counted.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**HB Section(s):** 12.120

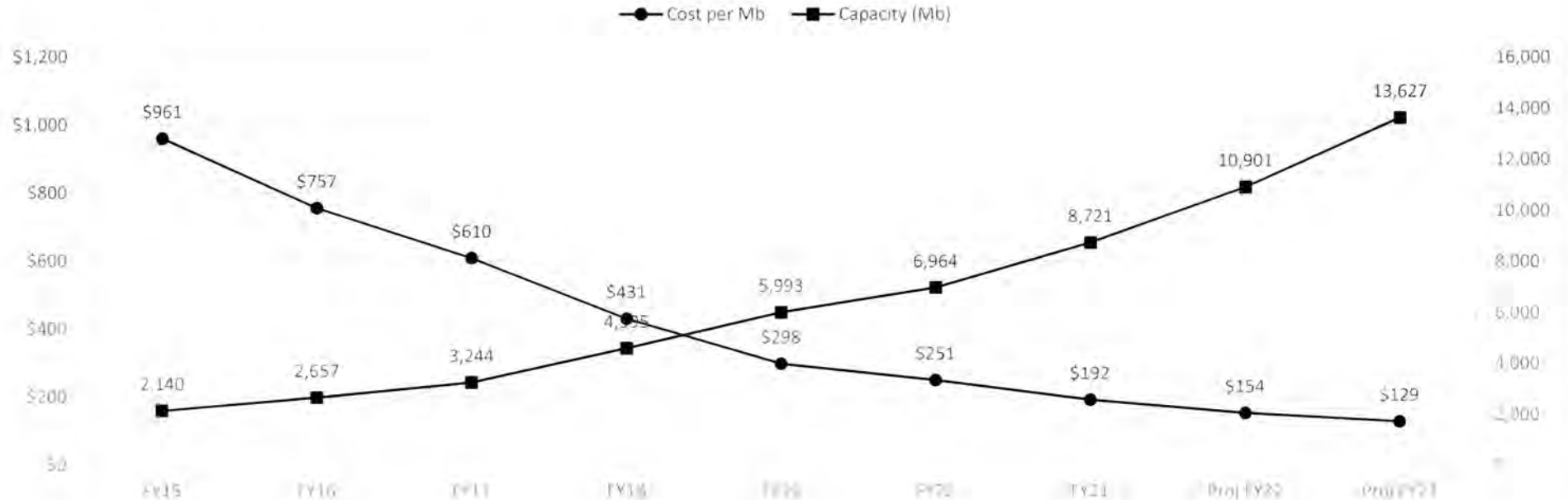
**Program Name:** Remote Electronic Access for Libraries Program (REAL)

**Program is found in the following core budget(s):** REAL Program

**2d. Provide a measure(s) of the program's efficiency.**

Demand Growth and Cost Efficiency: Capacity and Cost per Megabit (Mbps)

The demand for internet connectivity at public libraries continues to grow. Additional workstations, wireless devices, and greater use of electronic resources and communications by library patrons and staff continue to push demands for capacity higher and higher. By leveraging collective purchasing power, per Mb costs are lower than if each library district were to negotiate individually. In addition, the continual pursuit of additional connectivity savings has allowed REAL to meet the ongoing demand for increased bandwidth capacity with existing resources.





## PROGRAM DESCRIPTION

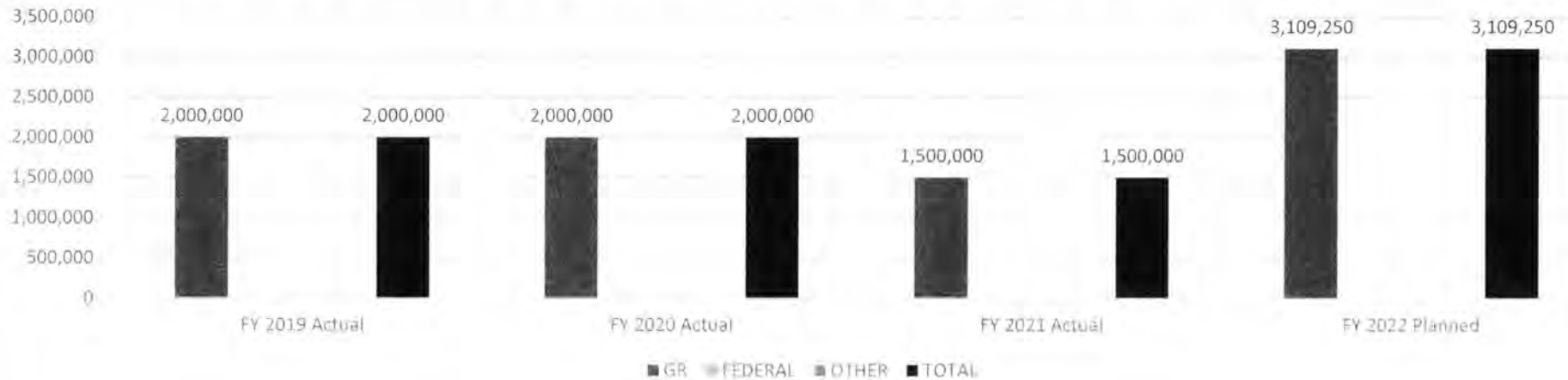
**Department:** Secretary of State

**HB Section(s):** 12.120

**Program Name:** Remote Electronic Access for Libraries Program (REAL)

**Program is found in the following core budget(s):** REAL Program

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe**



**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Mo. Constitution, Article IX, Section 10  
RSMo Ch. 181

**6. Are there federal matching requirements? If yes, please explain.**

Expenditures made from this appropriation are used to meet the 34% match required on the grants received from the Institute of Museum and Library Services (IMLS).

**7. Is this a federally mandated program? If yes, please explain.**

No

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23722C
<b>Division</b>	Library Services		
<b>Core</b>	Federal Aid to Public Libraries	<b>HB Section</b>	12.125

## 1. CORE FINANCIAL SUMMARY

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	871,508	0	871,508
PSD	0	6,593,828	0	6,593,828
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>7,465,336</b>	<b>0</b>	<b>7,465,336</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

The purpose of the Library Services and Technology Act Fund (LSTA) is to promote literacy, education and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills and digital literacy skills. This implements the Missouri State Library's long-range plan to use federal funds to develop stronger library services.

## 3. PROGRAM LISTING (list programs included in this core funding)

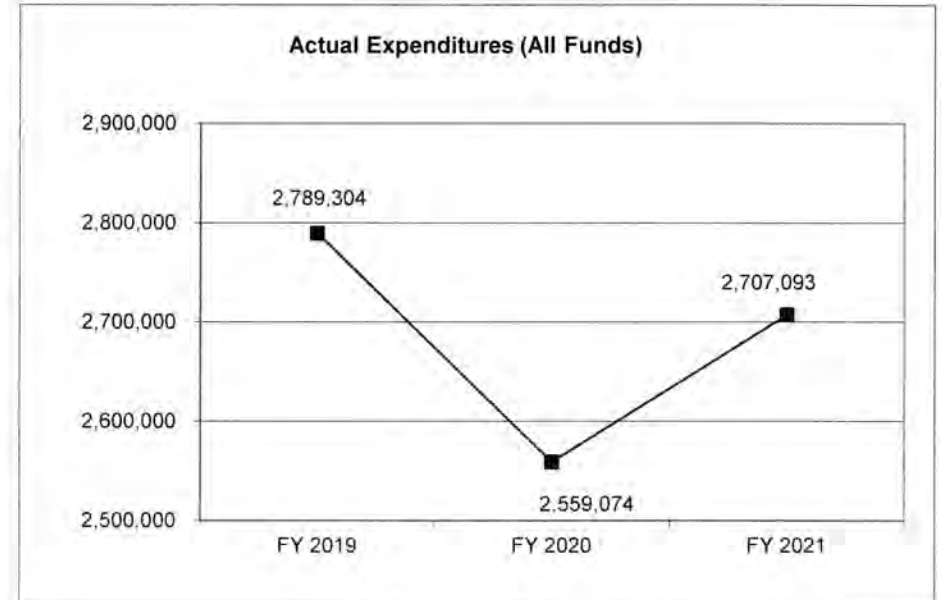
Federal Aid for Public Libraries

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23722C
<b>Division</b>	Library Services		
<b>Core</b>	Federal Aid to Public Libraries	<b>HB Section</b>	12.125

**4. FINANCIAL HISTORY**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Current Yr.</b>
Appropriation (All Funds)	4,125,000	4,125,000	4,125,000	7,465,336
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	4,125,000	4,125,000	4,125,000	N/A
Actual Expenditures (All Funds)	2,789,304	2,559,074	2,707,093	N/A
Unexpended (All Funds)	1,335,696	1,565,926	1,417,907	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	1,335,696	1,565,926	1,417,907	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

LSTA funds may be spent over a two-year period. Sufficient appropriation authority is needed to allow for fund management during periods when funds are encumbered from two grant allocations.

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
FEDERAL AID FOR PUBLIC LIBRAR

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	871,508	0	871,508	
	PD	0.00	0	6,593,828	0	6,593,828	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>7,465,336</b>	<b>0</b>	<b>7,465,336</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	871,508	0	871,508	
	PD	0.00	0	6,593,828	0	6,593,828	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>7,465,336</b>	<b>0</b>	<b>7,465,336</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	871,508	0	871,508	
	PD	0.00	0	6,593,828	0	6,593,828	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>7,465,336</b>	<b>0</b>	<b>7,465,336</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>FEDERAL AID FOR PUBLIC LIBRAR</b>									
<b>CORE</b>									
<b>EXPENSE &amp; EQUIPMENT</b>									
SEC OF STATE-FEDERAL FUNDS	614,722	0.00	871,508	0.00	871,508	0.00	0	0.00	
TOTAL - EE	614,722	0.00	871,508	0.00	871,508	0.00	0	0.00	
<b>PROGRAM-SPECIFIC</b>									
SEC OF STATE-FEDERAL FUNDS	1,820,910	0.00	3,253,492	0.00	3,253,492	0.00	0	0.00	
SOS FEDERAL STIMULUS	271,461	0.00	0	0.00	0	0.00	0	0.00	
SOS FEDERAL STIMULUS 2021	0	0.00	3,340,336	0.00	3,340,336	0.00	0	0.00	
TOTAL - PD	2,092,371	0.00	6,593,828	0.00	6,593,828	0.00	0	0.00	
<b>TOTAL</b>	<b>2,707,093</b>	<b>0.00</b>	<b>7,465,336</b>	<b>0.00</b>	<b>7,465,336</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$2,707,093</b>	<b>0.00</b>	<b>\$7,465,336</b>	<b>0.00</b>	<b>\$7,465,336</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
<b>FEDERAL AID FOR PUBLIC LIBRAR</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	0	0.00	12,000	0.00	12,000	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	0	0.00
SUPPLIES	7,483	0.00	38,000	0.00	38,000	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	45,000	0.00	45,000	0.00	0	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	0	0.00
PROFESSIONAL SERVICES	577,338	0.00	724,299	0.00	724,299	0.00	0	0.00
M&R SERVICES	29,901	0.00	30,001	0.00	30,001	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	0	0.00
BUILDING LEASE PAYMENTS	0	0.00	1,000	0.00	1,000	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1,201	0.00	1,201	0.00	0	0.00
MISCELLANEOUS EXPENSES	0	0.00	20,000	0.00	20,000	0.00	0	0.00
<b>TOTAL - EE</b>	<b>614,722</b>	<b>0.00</b>	<b>871,508</b>	<b>0.00</b>	<b>871,508</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	2,092,371	0.00	6,593,827	0.00	6,593,827	0.00	0	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	0	0.00
<b>TOTAL - PD</b>	<b>2,092,371</b>	<b>0.00</b>	<b>6,593,828</b>	<b>0.00</b>	<b>6,593,828</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$2,707,093</b>	<b>0.00</b>	<b>\$7,465,336</b>	<b>0.00</b>	<b>\$7,465,336</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$2,707,093</b>	<b>0.00</b>	<b>\$7,465,336</b>	<b>0.00</b>	<b>\$7,465,336</b>	<b>0.00</b>		<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>		<b>0.00</b>

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.125

**Program Name** Federal Aid for Public Libraries

**Program is found in the following core budget(s):** Federal Aid for Public Libraries

**1a. What strategic priority does this program address?**

The purpose of the Library Services and Technology Act Fund (LSTA) is to promote literacy, education and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills and digital literacy skills.

**1b. What does this program do?**

The Missouri State Library is the State Library Administrative Agency for LSTA funds awarded annually to Missouri. Based on needs identified by Missouri libraries and a formal evaluation of the 2013-2017 State Five Year Plan, approved by the Institute of Museum and Library Services (IMLS), the federal agency which administers the LSTA funds, the Missouri State Library developed a Five Year Plan for 2018-2022. As required, the Plan was reviewed and approved by IMLS.

To implement the 2018-2022 Five Year Plan, the Missouri State Library developed programs to:

1. Build and sustain information resources
2. Target library and information services
3. Strengthen the library workforce

**2a. Provide an activity measure(s) for the program.**

***Number and grant award amounts to local libraries:***

	FY2018	FY2019	FY2020	FY2021
Local Library Project Grants	180	188	194	220
Amount Awarded	\$1,536,298	\$1,521,036	\$1,907,719	\$1,961,450

***Statewide early literacy initiative:***

	FY2018	FY2019	FY2020	FY2021
Participating public libraries	117	119	125	125
Library Service Population	5,212,597	5,127,976	5,237,260	5,248,113

**2b. Provide a measure(s) of the program's quality.**

Library staff consistently give high ratings to training provided. Survey results from the annual continuing education survey show that CE training events are perceived by most participants as being an effective tool for increasing understanding of new library practices and procedures. Furthermore, most participants report sharing information with other staff and applying what they have learned to programming and services.



## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.125

**Program Name** Federal Aid for Public Libraries

**Program is found in the following core budget(s):** Federal Aid for Public Libraries

	FY2018	FY2019	FY2020	FY2021
Training sessions**	150	130	187	203
Attendance	4,054	2,932	69,270	25,371

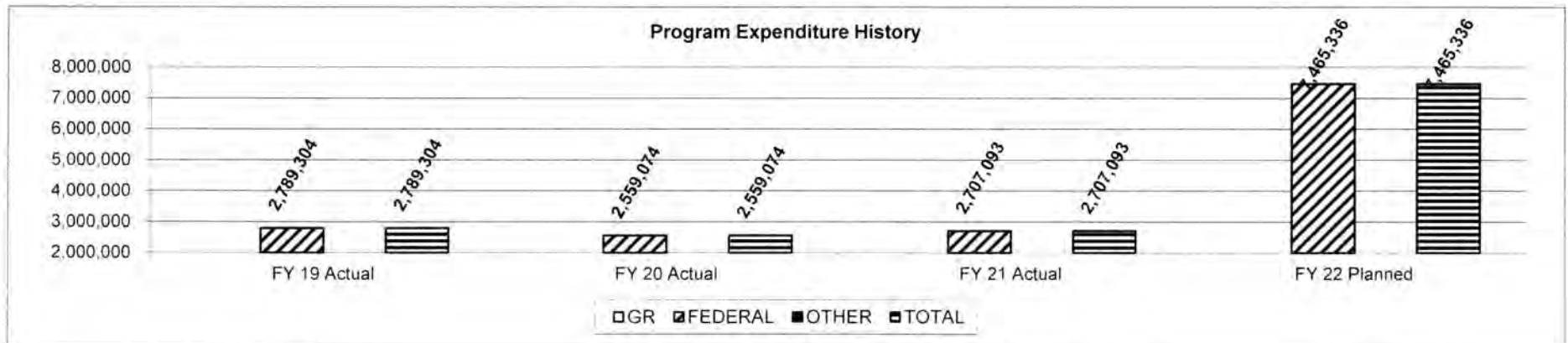
### 2c. Provide a measure(s) of the program's impact.

All grant applications require detailed evaluation plans. For state FY21, 220 of 268 grant applications were awarded LSTA funding. This indicates most libraries submitting applications were able to follow grant guidelines and propose projects that met requirements for appropriate use of funds in their communities. Grantees are required to report impact of their individual projects and describe how services are improved through acquisition of up-to-date technology or programs to reach populations with difficulty using libraries due to transportation or other barriers.

### 2d. Provide a measure(s) of the program's efficiency.

The independent evaluator of Missouri's LSTA FY2013-2017 Plan stated: "In the opinion of the evaluators, the Missouri State Library has, using the measure of leveraging a small amount of money to accomplish major results by strategically deploying funds, accomplished a great deal by very methodically and effectively carrying out the specific goals contained in its five-year LSTA Plan for 2013 – 2017. In the evaluators' considerable experience, few, if any, states have been as diligent in the implementation of their five-year plans. Furthermore, having worked with several dozen states on LSTA evaluations over the course of more than a decade, in our opinion, Missouri is exemplary in its management of a large and complex sub-grant program. The Missouri State Library has done what it said it would do in its five-year Plan and the state library agency's tracking of the outcome targets contained in the Plan is second to none."

### 3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year, (Note: Amounts do not include fringe benefit costs.)



**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.125

**Program Name** Federal Aid for Public Libraries

**Program is found in the following core budget(s):** Federal Aid for Public Libraries

**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Library Services and Technology Act; Public Law 104-208 as amended

**6. Are there federal matching requirements? If yes, please explain.**

Yes, states must provide a 34% match in general revenue funding. States are also required to maintain their level of effort of expenditures for libraries purposes, as calculated over a 3-year average.

**7. Is this a federally mandated program? If yes, please explain.**

All states receive funds under The Museum and Library Services Act of 2010. Funds are calculated by formula under the law and awarded to the states through the IMLS Grants to States Program.

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23728C
<b>Division</b>	Library Services	<b>HB Section</b>	12.135
<b>Core</b>	Library Networking Fund Transfer		

#### 1. CORE FINANCIAL SUMMARY

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	800,000	0	0	800,000
<b>Total</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>
 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

#### 2. CORE DESCRIPTION

Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers shall be transferred to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizens' needs for accurate and reliable information (143.183 RSMo). Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

#### 3. PROGRAM LISTING (list programs included in this core funding)

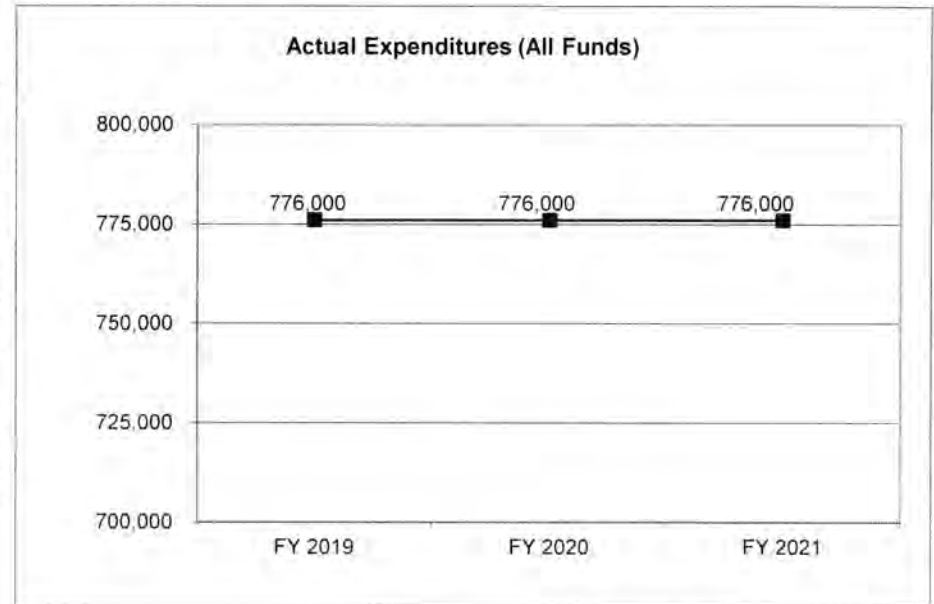
Library Networking Fund

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23728C
<b>Division</b>	Library Services		
<b>Core</b>	Library Networking Fund Transfer	<b>HB Section</b>	12.135

## 4. FINANCIAL HISTORY

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Current Yr.
Appropriation (All Funds)	800,000	800,000	800,000	800,000
Less Reverted (All Funds)	(24,000)	(24,000)	(24,000)	(24,000)
Less Restricted (All Funds)	0	0	0	0
Budget Authority (All Funds)	776,000	776,000	776,000	N/A
Actual Expenditures (All Funds)	776,000	776,000	776,000	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

### NOTES:

New Decision requests for 10% of estimated A & E tax collections were made in FY18, FY19, FY20 and FY21. In FY18, FY19, FY20, and FY21 \$800,000 was appropriated and \$776,000 distributed to public libraries with \$24,000 held as a 3 percent reserve. There is currently a 3% reserve hold on the FY22 transfer.

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
LIBRARY NETWORKING-TRANSFER

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	TRF	0.00	800,000	0	0	800,000	
	<b>Total</b>	<b>0.00</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	
DEPARTMENT CORE REQUEST							
	TRF	0.00	800,000	0	0	800,000	
	<b>Total</b>	<b>0.00</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	TRF	0.00	800,000	0	0	800,000	
	<b>Total</b>	<b>0.00</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>LIBRARY NETWORKING-TRANSFER</b>									
<b>CORE</b>									
FUND TRANSFERS									
GENERAL REVENUE	776,000	0.00	800,000	0.00	800,000	0.00	0	0.00	
TOTAL - TRF	776,000	0.00	800,000	0.00	800,000	0.00	0	0.00	
<b>TOTAL</b>	<b>776,000</b>	<b>0.00</b>	<b>800,000</b>	<b>0.00</b>	<b>800,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>Library Networking Fund Trnsfr - 1231004</b>									
FUND TRANSFERS									
GENERAL REVENUE	0	0.00	0	0.00	2,450,000	0.00	0	0.00	
TOTAL - TRF	0	0.00	0	0.00	2,450,000	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>2,450,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$776,000</b>	<b>0.00</b>	<b>\$800,000</b>	<b>0.00</b>	<b>\$3,250,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
LIBRARY NETWORKING-TRANSFER								
CORE								
TRANSFERS OUT	776,000	0.00	800,000	0.00	800,000	0.00	0	0.00
TOTAL - TRF	776,000	0.00	800,000	0.00	800,000	0.00	0	0.00
GRAND TOTAL	\$776,000	0.00	\$800,000	0.00	\$800,000	0.00	\$0	0.00
GENERAL REVENUE	\$776,000	0.00	\$800,000	0.00	\$800,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00



## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.135

**Program Name** Library Networking Fund Transfer

**Program is found in the following core budget(s):** Library Networking Fund Transfer

**1a. What strategic priority does this program address?**

This program provides funds to Missouri public libraries and is to be used to purchase materials for the library collections. The materials purchased can be for adult, teens and children and can be in print, audio, visual or electronic format.

**1b. What does this program do?**

State statute (143.183 RSMo) requires the transfer of ten percent of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials, adding to the funding used to meet Missourians' need for accurate and reliable information from libraries. In addition to this transfer, monies received from gifts, contributions, grants or bequests from federal, private or other sources may also be deposited to the Library Networking Fund (RSMo182.812) and used according to the purposes of the gift or grant. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

**2a. Provide an activity measure(s) for the program.**

***Libraries Served:***

	2018	2019	2020
Eligible library districts	161	159	160
Population	5,481,977	5,460,313	5,457,118

**2b. Provide a measure(s) of the program's quality.**

Individual libraries survey their users on satisfaction with services provided.

**2c. Provide a measure(s) of the program's impact.**

***Materials circulated:***

	2018	2019	2020
Total materials circulated, per statistical report	60,048,675	59,404,667	49,445,167
Materials circulated per person	10.95	10.87	9.05

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.135

**Program Name** Library Networking Fund Transfer

**Program is found in the following core budget(s):** Library Networking Fund Transfer

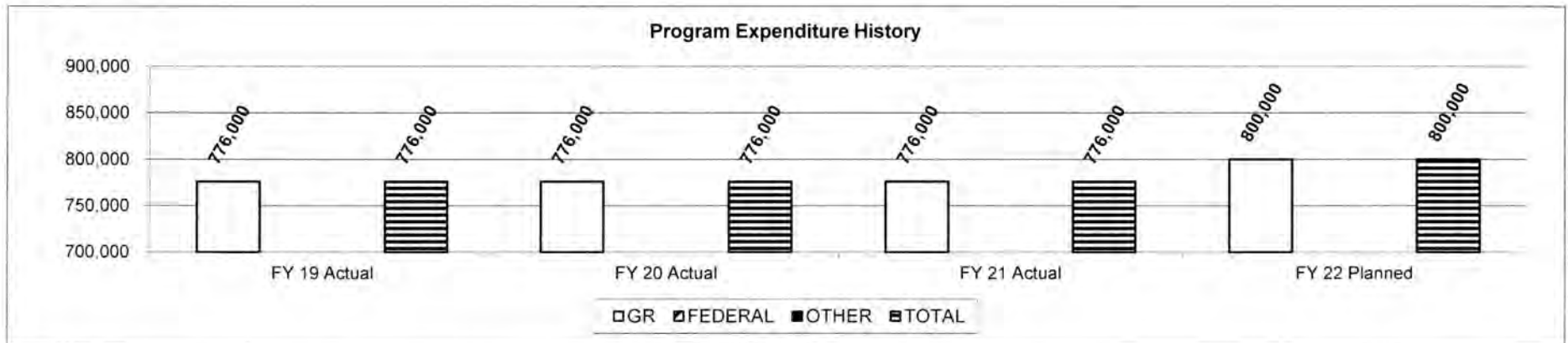
**2d. Provide a measure(s) of the program's efficiency.**

Research studies show that children and teens who read over the summer months suffer less learning loss. These funds allow libraries to boost the availability of appealing reading materials for youth.

Electronic books (eBooks) have helped libraries increase their circulation totals. Increasing the number of e-titles a library has helps it serve their entire community and reach new library users.

Students and adults find accurate, reliable information in their local libraries. Information in rapidly changing fields such as health and consumer information is accessed to make informed decisions, search for jobs, plan career changes, and inform themselves as citizens.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Sections 143.182 RSMo (professional athletes and entertainers income tax), 182.812 RSMo (Library Networking Fund) and 181.021 RSMo (State Library)

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

NEW DECISION ITEM  
RANK: 6 OF 7

Department <u>Secretary of State</u>	Budget Unit <u>23728C</u>
Division <u>Library Development</u>	
DI Name <u>Library Networking Fund Transfer Increase</u> DI# <u>1231004</u>	HB Section <u>12.135</u>

**1. AMOUNT OF REQUEST**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	2,450,000	0	0	2,450,000
<b>Total</b>	<b>2,450,000</b>	<b>0</b>	<b>0</b>	<b>2,450,000</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2023 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: <u>Restoration of Statutory Program</u>	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

State statute (143.183 RSMo), requires the transfer of 10% of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizen needs for accurate and reliable information.

The increase requested is based on the FY23 estimated receipts the Missouri Department of Revenue anticipates receiving from the tax on nonresident out-of-state athletes and entertainers.

NEW DECISION ITEM  
RANK: 6 OF 7

Department Secretary of State	Budget Unit <u>23728C</u>
Division Library Development	
DI Name Library Networking Fund Transfer Increase     DI#1231004	HB Section <u>12.135</u>

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

Each year the Department of Revenue (DOR) is required to estimate the amount of revenue generated by the income tax on out-of-state athletes and entertainers. The increase requested is due to estimated receipts from the tax on nonresident out-of-state athletes and entertainers. The FY22 appropriation is \$800,000. DOR has estimated FY23 revenues to be \$32.5 million; therefore, the amount that should be transferred is \$3,250,000 (10% of the receipts). The new decision item is the difference between the core and the amount that needs to be transferred.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS	E
							0			
							0	0.0		
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0	
							0			
							0			
Total EE	0		0		0		0		0	
Program Distributions							0			
Total PSD	0		0		0		0		0	
Transfers	2,450,000						2,450,000			
Total TRF	2,450,000		0		0		2,450,000		0	
Grand Total	2,450,000	0.0	0	0.0	0	0.0	2,450,000	0.0	0	

NEW DECISION ITEM  
RANK: 6 OF 7

<b>Department</b> Secretary of State			<b>Budget Unit</b> 23728C							
<b>Division</b> Library Development										
<b>DI Name</b> Library Networking Fund Transfer Increase		<b>DI#1231004</b>	<b>HB Section</b> 12.135							
	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS	E
							0			
							0	0.0		
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0	
							0			
							0			
							0			
Total EE	0		0		0		0		0	
Program Distributions							0			
Total PSD	0		0		0		0		0	
Transfers	0						0			
Total TRF	0		0		0		0		0	
Grand Total	0	0.0	0	0.0	0	0.0	0	0.0	0	

NEW DECISION ITEM  
RANK: 6 OF 7

<b>Department</b> Secretary of State	<b>Budget Unit</b> <u>23728C</u>
<b>Division</b> Library Development	
<b>DI Name</b> Library Networking Fund Transfer Increase <b>DI#1231004</b>	<b>HB Section</b> <u>12.135</u>

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an activity measure(s) for the program.**

***Individuals Served:***

5,465,381 residents in Missouri's 158 library districts.

**6b. Provide a measure(s) of the program's quality.**

Individual libraries survey their users on satisfaction with services provided.

**6c. Provide a measure(s) of the program's impact.**

Summer reading has been proven to decrease loss of reading skills by children during the summer break. In 2019, 164,667 children and teens participated in summer reading programs through their public libraries.

**6d. Provide a measure(s) of the program's efficiency.**

***Library Cardholders and Materials Circulated***

	2017	2018	2019
<b>Missouri Library Cardholders</b>	3,229,988	3,177,377	3,224,011
<b>Materials Borrowed from Libraries</b>	58,600,906	60,048,675	59,404,667

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Materials expenditures and usage of library collections are tracked and will be used in comparison with historical data to gauge effectiveness. Participation in youth summer reading programs is promoted, and participation is tracked statewide.

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
LIBRARY NETWORKING-TRANSFER								
Library Networking Fund Trnsfr - 1231004								
TRANSFERS OUT	0	0.00	0	0.00	2,450,000	0.00	0	0.00
TOTAL - TRF	0	0.00	0	0.00	2,450,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$2,450,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$2,450,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00



**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services		
<b>Core</b>	Library Networking Fund	<b>HB Section</b>	12.130

**1. CORE FINANCIAL SUMMARY**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	25,001	25,001
PSD	0	0	1,084,999	1,084,999
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>	<b>1,110,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Library Networking Fund (0822)

	FY 2023 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Library Networking Fund (0822)

**2. CORE DESCRIPTION**

Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers shall be transferred to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizens' needs for accurate and reliable information (143.183 RSMo). Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

**3. PROGRAM LISTING (list programs included in this core funding)**

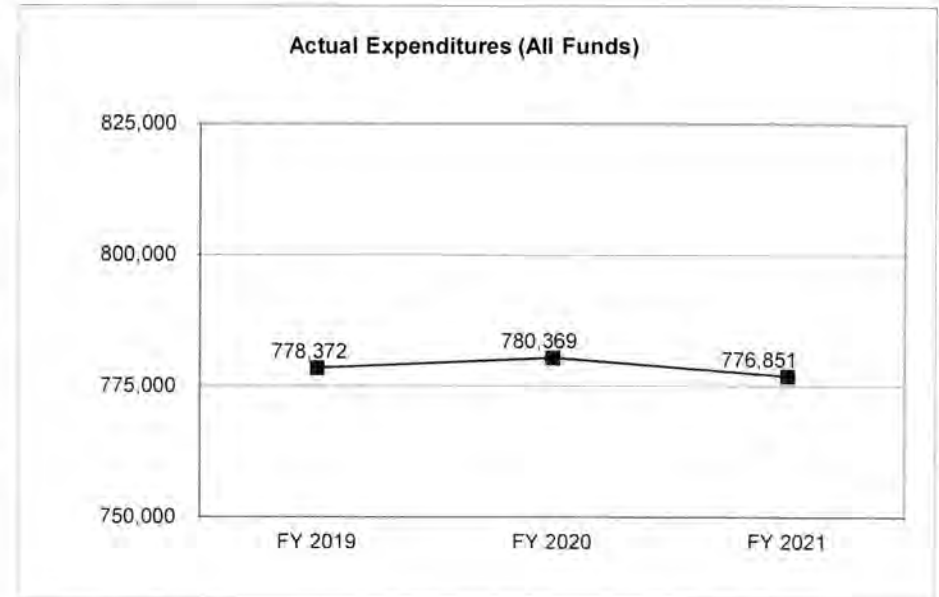
Library Networking Fund

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services		
<b>Core</b>	Library Networking Fund	<b>HB Section</b>	12.130

## 4. FINANCIAL HISTORY

	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Current Yr.
Appropriation (All Funds)	1,110,000	1,110,000	1,110,000	1,110,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	1,110,000	1,110,000	1,110,000	N/A
Actual Expenditures (All Funds)	778,372	780,369	776,851	N/A
Unexpended (All Funds)	331,628	329,631	333,149	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	331,628	329,631	333,149	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

### NOTES:

New Decision Item Requests are completed each fiscal year for 10% of estimated A & E tax collections, for both the Library Networking Fund and the Transfer into the Library Networking Fund. Payments are made to assist public libraries to the extent of the appropriated amount and accrued interest.

# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
LIBRARY NETWORKING FUND

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	1,084,999	1,084,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>	<b>1,110,000</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	1,084,999	1,084,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>	<b>1,110,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	1,084,999	1,084,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>	<b>1,110,000</b>	

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
<b>LIBRARY NETWORKING FUND</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
LIBRARY NETWORKING FUND	0	0.00	25,001	0.00	25,001	0.00	0	0.00	
TOTAL - EE	0	0.00	25,001	0.00	25,001	0.00	0	0.00	
PROGRAM-SPECIFIC									
LIBRARY NETWORKING FUND	776,851	0.00	1,084,999	0.00	1,084,999	0.00	0	0.00	
TOTAL - PD	776,851	0.00	1,084,999	0.00	1,084,999	0.00	0	0.00	
<b>TOTAL</b>	<b>776,851</b>	<b>0.00</b>	<b>1,110,000</b>	<b>0.00</b>	<b>1,110,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>SOS OPERATING NEW DI - 1231005</b>									
PROGRAM-SPECIFIC									
LIBRARY NETWORKING FUND	0	0.00	0	0.00	2,240,000	0.00	0	0.00	
TOTAL - PD	0	0.00	0	0.00	2,240,000	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>2,240,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$776,851</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>	<b>\$3,350,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
LIBRARY NETWORKING FUND								
CORE								
TRAVEL, IN-STATE	0	0.00	1,500	0.00	1,500	0.00	0	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1,500	0.00	1,500	0.00	0	0.00
SUPPLIES	0	0.00	1,501	0.00	1,501	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	1,500	0.00	1,500	0.00	0	0.00
COMMUNICATION SERV & SUPP	0	0.00	1,500	0.00	1,500	0.00	0	0.00
PROFESSIONAL SERVICES	0	0.00	1,500	0.00	1,500	0.00	0	0.00
M&R SERVICES	0	0.00	1,500	0.00	1,500	0.00	0	0.00
COMPUTER EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	0	0.00
MOTORIZED EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	0	0.00
OFFICE EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	0	0.00
OTHER EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	0	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1,500	0.00	1,500	0.00	0	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1,500	0.00	1,500	0.00	0	0.00
MISCELLANEOUS EXPENSES	0	0.00	5,500	0.00	5,500	0.00	0	0.00
TOTAL - EE	0	0.00	25,001	0.00	25,001	0.00	0	0.00
PROGRAM DISTRIBUTIONS	776,851	0.00	1,084,999	0.00	1,084,999	0.00	0	0.00
TOTAL - PD	776,851	0.00	1,084,999	0.00	1,084,999	0.00	0	0.00
GRAND TOTAL	\$776,851	0.00	\$1,110,000	0.00	\$1,110,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$776,851	0.00	\$1,110,000	0.00	\$1,110,000	0.00		0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.130

**Program Name** Library Networking Fund

**Program is found in the following core budget(s):** Library Networking Fund

**1a. What strategic priority does this program address?**

This program provides funds to Missouri public libraries for materials in any format to meet citizens' needs.

**1b. What does this program do?**

In fields where information changes rapidly, such as health, sciences, business, and consumer information, new items must be purchased regularly to avoid incorrect and sometimes harmful information. Families need interesting, well-written, attractive materials to develop children's interest in reading and learning, whether or not they can afford to purchase them. Reading aloud to young children has been found to be a major factor in school readiness and later reading achievement. Students and adults find accurate, reliable information in their local libraries. Information in rapidly changing fields such as health and consumer information is accessed to make informed decisions, search for jobs, plan career changes, and inform themselves as citizens. In accordance with 143.183 RSMo, ten percent of the annual estimate of taxes generated from the nonresident entertainer and professional athlete income tax is to be allocated and transferred to the Library Networking Fund for distribution to public libraries. In addition, gifts, contributions, grants and bequests from federal, private, or other sources may also be deposited to the Library Networking Fund and used according to the purpose of the gift or grant. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

**2a. Provide an activity measure(s) for the program.**

***Libraries Served:***

	2018	2019	2020
Eligible library districts, per FY	161	159	160
Population of library districts	5,481,977	5,460,313	5,457,118

**2b. Provide a measure(s) of the program's quality.**

Individual libraries survey their users on satisfaction with services provided.

**2c. Provide a measure(s) of the program's impact.**

***Materials Circulated:***

	2018	2019	2020
Total materials circulated, per statistical report	60,048,675	59,404,667	49,445,167
Materials circulated per person	10.95	10.87	9.05

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.130

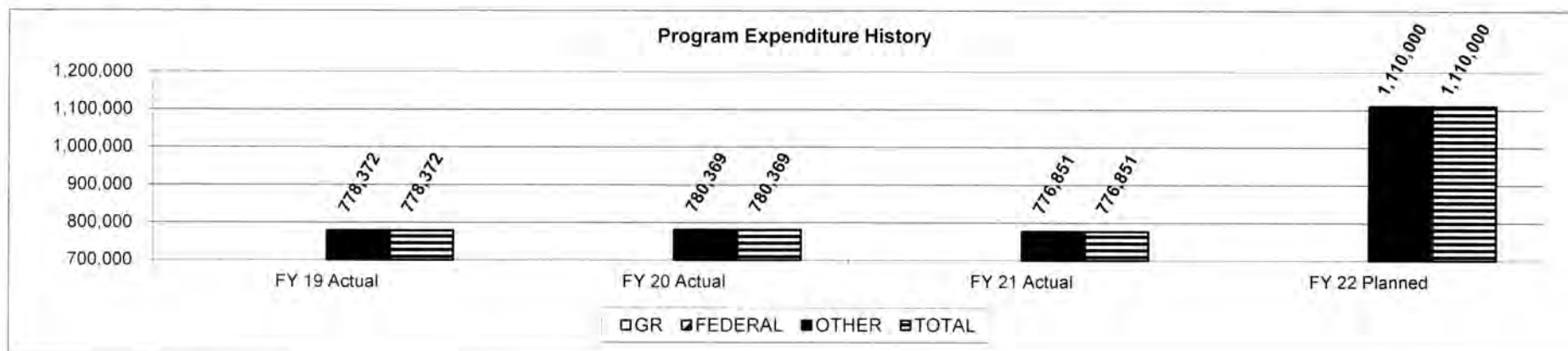
**Program Name** Library Networking Fund

**Program is found in the following core budget(s):** Library Networking Fund

**2d. Provide a measure(s) of the program's efficiency.**

Research studies show that children and teens who read over the summer months suffer less learning loss. These funds allow libraries to boost the availability of appealing reading materials for youth.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

Library Networking Fund (0822)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Sections 143.183 RSMo (professional athletes and entertainers income tax), 182.812 RSMo (Library Networking Fund) and 182.021 RSMo (State Library)

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No



NEW DECISION ITEM  
RANK: 7 OF 8

<b>Department</b> Secretary of State	<b>Budget Unit</b> 23727C
<b>Division</b> Library Development	
<b>DI Name</b> Library Networking Fund Increase <b>DI#1231005</b>	<b>HB Section</b> 12.130

### 1. AMOUNT OF REQUEST

	FY 2023 Budget Request				E
	GR	Federal	Other	Total	
PS	0	0	0	0	
EE	0	0	0	0	
PSD	0	0	2,240,000	2,240,000	
TRF	0	0	0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,240,000</b>	<b>2,240,000</b>	
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Library Networking Fund (0822)

	FY 2023 Governor's Recommendation				E
	GR	Federal	Other	Total	
PS	0	0	0	0	
EE	0	0	0	0	
PSD	0	0	0	0	
TRF	0	0	0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

### 2. THIS REQUEST CAN BE CATEGORIZED AS:

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: Restore to FY15 level of funding	

### 3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.

State statute (143.183 RSMo), requires the transfer of 10% of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials. These materials support children learning to read as well as adults taking classes and learning new skills.

In addition, gifts, grants, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift or grant.

The increase requested is based on the FY23 estimated receipts the Missouri Department of Revenue anticipates receiving from the tax on nonresident out-of-state athletes and entertainers.

NEW DECISION ITEM  
RANK: 7 OF 8

Department	Secretary of State	Budget Unit	23727C
Division	Library Development		
DI Name	Library Networking Fund Increase	DI#1231005	HB Section 12.130

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

Each year the Department of Revenue is required to estimate the amount of revenue generated by the income tax on out-of-state athletes and entertainers. The increase requested is based on the FY23 estimated receipts from the tax on nonresident out-of-state athletes and entertainers as reported by the Office of Administration. The FY23 core appropriation is \$800,000. The estimated revenues for FY23 are \$32.5 million. Ten percent of that is \$3,250,000. The transfer amount should be \$3,250,000; however, an extra \$100,000 in appropriation authority is kept for the possibility of grants, contributions, or bequests. The request is for the difference.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS	E
							0			
							0	0.0		
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0	
							0			
							0			
							0			
Total EE	0		0		0		0		0	
Program Distributions					2,240,000		2,240,000			
Total PSD	0		0		2,240,000		2,240,000		0	
Transfers										
Total TRF	0		0		0		0		0	
Grand Total	0	0.0	0	0.0	2,240,000	0.0	2,240,000	0.0	0	

NEW DECISION ITEM  
RANK: 7 OF 8

<b>Department</b> Secretary of State				<b>Budget Unit</b> 23727C						
<b>Division</b> Library Development										
<b>DI Name</b> Library Networking Fund Increase		<b>DI#</b> 1231005		<b>HB Section</b> 12.130						
	<b>Gov Rec GR DOLLARS</b>	<b>Gov Rec GR FTE</b>	<b>Gov Rec FED DOLLARS</b>	<b>Gov Rec FED FTE</b>	<b>Gov Rec OTHER DOLLARS</b>	<b>Gov Rec OTHER FTE</b>	<b>Gov Rec TOTAL DOLLARS</b>	<b>Gov Rec TOTAL FTE</b>	<b>Gov Rec One-Time DOLLARS</b>	<b>E</b>
							0			
							0	0.0		
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0	
							0			
							0			
							0			
<b>Total EE</b>	0		0		0		0		0	
Program Distributions					0		0			
<b>Total PSD</b>	0		0		0		0		0	
Transfers										
<b>Total TRF</b>	0		0		0		0		0	
<b>Grand Total</b>	0	0.0	0	0.0	0	0.0	0	0.0	0	

NEW DECISION ITEM  
RANK: 7 OF 8

<b>Department</b> Secretary of State	<b>Budget Unit</b> <u>23727C</u>
<b>Division</b> Library Development	
<b>DI Name</b> Library Networking Fund Increase <b>DI#</b> 1231005	<b>HB Section</b> <u>12.130</u>

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an activity measure(s) for the program.**

***Individuals Served:***

5,483,526 residents of Missouri's 161 library districts.

**6b. Provide a measure(s) of the program's quality.**

Individual libraries survey their users on satisfaction with services provided.

**6c. Provide a measure(s) of the program's impact.**

Summer reading has been proven to decrease loss of reading skills by children during the summer break. In 2018, 145,052 children and 22,405 teens participated in summer reading programs through their public libraries.

**6d. Provide a measure(s) of the program's efficiency.**

***Library Cardholders and Materials Circulation***

	2016	2017	2018
<b>Missouri Library Cardholders</b>	3,272,652	3,229,988	3,177,377
<b>Materials Borrowed from Libraries</b>	57,649,456	58,600,906	60,048,675

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Materials expenditures and usage of library collections are tracked and will be used in comparison with historical data to gauge effectiveness. Participation in youth summer reading programs is promoted, and participation is tracked statewide.

# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
LIBRARY NETWORKING FUND								
Library Networking Fund NDI - 1231005								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	2,240,000	0.00	0	0.00
TOTAL - PD	0	0.00	0	0.00	2,240,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$2,240,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$2,240,000	0.00		0.00

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23147C
<b>Division</b>	Administrative Services		
<b>Core</b>	Blue Book Printing	<b>HB Section</b>	12.140

**1. CORE FINANCIAL SUMMARY**

	FY 2023 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	50,000	50,000
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Blue Book Printing Fund (0471)

	FY 2023 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Blue Book Printing Fund (0471)

**2. CORE DESCRIPTION**

HB2012 of the 99th General Assembly included a section that created a Blue Book Printing Fund to be used for the publication of the Official Manual. A one-time transfer from General Revenue in the amount of \$50,000 was appropriated to assist in funding the printing of the Blue Book to be sold at cost. The proceeds from the sales of these books are to be put back into the fund to pay for future printings of the Blue Book.

**3. PROGRAM LISTING (list programs included in this core funding)**

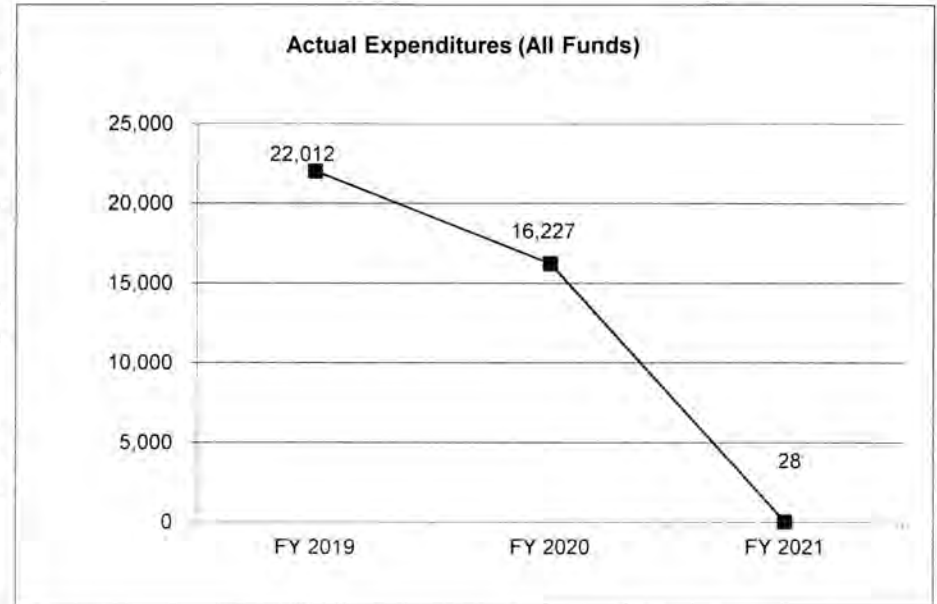
Blue Book Printing

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23147C
<b>Division</b>	Administrative Services		
<b>Core</b>	Blue Book Printing	<b>HB Section</b>	12.140

**4. FINANCIAL HISTORY**

	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Actual</b>	<b>FY 2022 Current Yr.</b>
Appropriation (All Funds)	50,000	50,000	50,000	50,000
Less Reverted (All Funds)	0	0	0	0
Less Restricted (All Funds)*	0	0	0	0
Budget Authority (All Funds)	50,000	50,000	50,000	50,000
Actual Expenditures (All Funds)	22,012	16,227	28	N/A
Unexpended (All Funds)	27,988	33,773	49,972	0
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	27,988	33,773	49,972	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

This is a new fund that was developed for the FY19 budget cycle.



# CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
BLUE BOOK

## 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	EE	0.00	0	0	50,000	50,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	
DEPARTMENT CORE REQUEST							
	EE	0.00	0	0	50,000	50,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	EE	0.00	0	0	50,000	50,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN	
BLUE BOOK									
CORE									
EXPENSE & EQUIPMENT									
BLUE BOOK PRINTING	28	0.00	50,000	0.00	50,000	0.00	0	0.00	
TOTAL - EE	28	0.00	50,000	0.00	50,000	0.00	0	0.00	
TOTAL	28	0.00	50,000	0.00	50,000	0.00	0	0.00	
GRAND TOTAL	\$28	0.00	\$50,000	0.00	\$50,000	0.00	\$0	0.00	

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# DECISION ITEM DETAIL

Budget Unit	FY 2021	FY 2021	FY 2022	FY 2022	FY 2023	FY 2023	*****	*****
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	SECURED	SECURED
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	COLUMN	COLUMN
BLUE BOOK								
CORE								
PROFESSIONAL SERVICES	28	0.00	50,000	0.00	50,000	0.00	0	0.00
TOTAL - EE	28	0.00	50,000	0.00	50,000	0.00	0	0.00
GRAND TOTAL	\$28	0.00	\$50,000	0.00	\$50,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$28	0.00	\$50,000	0.00	\$50,000	0.00		0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.140

**Program Name** Blue Book Printing

**Program is found in the following core budget(s):** Blue Book Printing

**1a. What strategic priority does this program address?**

Historical and current information on U.S. Officials, elected officials, state departments, judges, county and municipal information & election results.

**1b. What does this program do?**

HB 2012 of the 99th General Assembly included a section that created a Blue Book Printing Fund to be used for the publication of the Official Manual. A one-time transfer from General Revenue was also appropriated to assist in funding of the Blue Book which is to be sold at cost. The proceeds from the sales of these books are to be put back into the fund to pay for future printings of the Blue Book.

**2a. Provide an activity measure(s) for the program.**

For the 2017–2018 *Official Manual* we ordered 1,500 books. We received 1,412 and sold 611.  
For the 2019–2020 *Official Manual* we ordered 750 books. We received 677 and to date have sold 357.

**2b. Provide a measure(s) of the program's quality.**

The Official Manual is a historically significant publication that is vital to researchers and historians. Every effort is made to ensure information included in the Manual is accurate, correct and current on both the published hard bound copy and on the SOS home page.

**2c. Provide a measure(s) of the program's impact.**

The Official Manual provides citizens of Missouri the information needed for historical and research purposes.

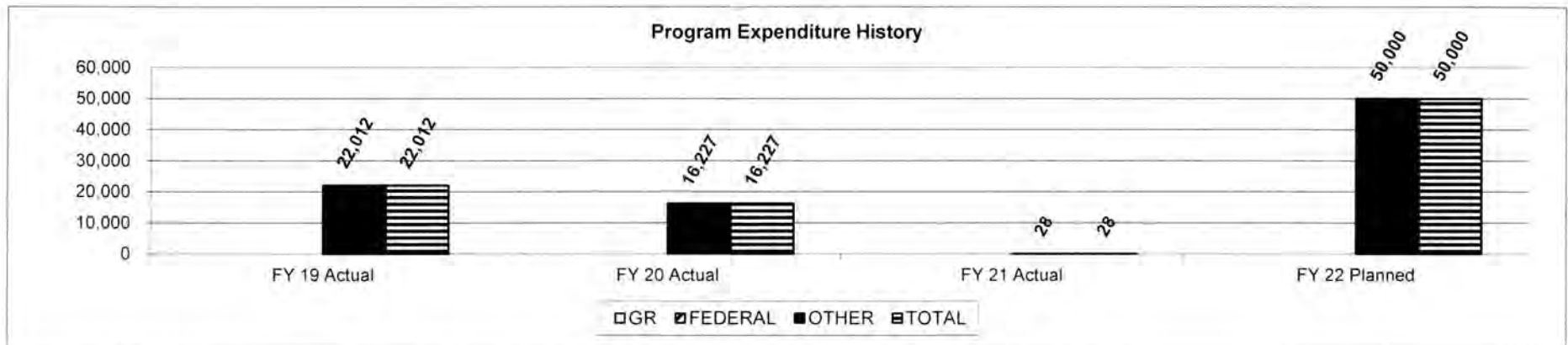
## PROGRAM DESCRIPTION

**Department** Secretary of State **HB Section(s):** 12.140  
**Program Name** Blue Book Printing  
**Program is found in the following core budget(s):** Blue Book Printing

**2d. Provide a measure(s) of the program's efficiency.**

The Official Manual is approximately a 1,500-page book + or -, and its production is accomplished using three staff members. Information for the Official Manual is obtained by request from each elected official, state department, judge, local county government and political party for inclusion. The book is formatted, edited, proofread, and compiled by three staff members.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

Blue Book Printing Fund (0471)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

House Bill 2012 of the 99th General Assembly

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

**SUPPLEMENTAL NEW DECISION ITEM**

**Department** Secretary of State  
**Division** Elections  
**DI Name** Elections Cost Transfer for 2020 General **DI#**2231001

**House Bill Section** \_\_\_\_\_

**Original FY 2022 House Bill Section, if applicable** 12.095

**1. AMOUNT OF REQUEST**

	FY 2022 Supplemental Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	4,200,000	0	2,100,000	6,300,000
TRF	0	0	0	0
<b>Total</b>	<b>4,200,000</b>	<b>0</b>	<b>2,100,000</b>	<b>6,300,000</b>

FTE                      0.00                      0.00                      0.00                      0.00  
 POSITIONS                      0                      0                      0                      0

NUMBER OF MONTHS POSITIONS ARE NEEDED: \_\_\_\_\_

**Est. Fringe**                      0                      0                      0                      0

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2022 Supplemental Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

FTE                      0.00                      0.00                      0.00                      0.00  
 POSITIONS                      0                      0                      0                      0

NUMBER OF MONTHS POSITIONS ARE NEEDED: \_\_\_\_\_

**Est. Fringe**                      0                      0                      0                      0

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. WHY IS THIS SUPPLEMENTAL FUNDING NEEDED? INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

SB 592, passed in 2018, revised 115.063.2 RSMo, which now states, "All costs of elections involving a statewide candidate or statewide issue and all costs of elections involving candidates for state senator or state representative shall be paid by the state, except that if a political subdivision or special district holds an election on the same day, the costs shall be shared proportionately by the state and the political subdivisions and special districts affected."

**SUPPLEMENTAL NEW DECISION ITEM**

<b>Department</b> Secretary of State	<b>House Bill Section</b> _____
<b>Division</b> Elections	
<b>DI Name</b> Elections Cost Transfer for 2020 General <b>DI#</b> 2231001	<b>Original FY 2022 House Bill Section, if applicable</b> <b>12.095</b>

**3. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why.**

The SOS reports the state's proportionate share of the August and November 2020 election is 45% of the overall cost of each election. The Presidential Preference Primary (PPP) cost was approximately \$7,000,000, (the actual cost was \$6,897,505.69), and not the previously noted approximate cost of \$9,000,000. We would request appropriation to use FY20 \$2,100,000 Other Funds combined with \$4,200,000 in new appropriation of General Revenue to reimburse each election authority for the state proportional share of the 2020 August and November elections.

**4. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE
							0	0.0
							0	0.0
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0
							0	
							0	
<b>Total EE</b>	0		0		0		0	
Program Distributions	4,200,000				2,100,000		6,300,000	
<b>Total PSD</b>	4,200,000		0		2,100,000		6,300,000	
Transfers							0	
<b>Total TRF</b>	0		0		0		0	
<b>Grand Total</b>	4,200,000	0.0	0	0.0	2,100,000	0.0	6,300,000	0.0



**SUPPLEMENTAL NEW DECISION ITEM**

<b>Department</b> Secretary of State	<b>House Bill Section</b> _____
<b>Division</b> Elections	
<b>DI Name</b> Elections Cost Transfer for 2020 General <b>DI#</b> 2231001	<b>Original FY 2022 House Bill Section, if applicable</b> <b>12.095</b>

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE
							0	0.0
							0	0.0
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0
							0	
							0	
							0	
							0	
<b>Total EE</b>	0		0		0		0	
Program Distributions							0	
<b>Total PSD</b>	0		0		0		0	
Transfers							0	
<b>Total TRF</b>	0		0		0		0	
<b>Grand Total</b>	0	0.0	0	0.0	0	0.0	0	0.0

**SUPPLEMENTAL NEW DECISION ITEM**

**Department** Secretary of State

**House Bill Section** \_\_\_\_\_

**Division** Elections

**DI Name** Elections Cost Transfer for 2020 General      **DI#**2231001

**Original FY 2022 House Bill Section, if applicable**      **12.095**

**5. PERFORMANCE MEASURES** (If new decision item has an associated core, separately identify projected performance with & without additional funding.)

**5a.**      Provide an activity measure of the program.

**5b.**      Provide a measure of the program's quality.

**5c.**      Provide a measure of the program's impact.

**5d.**      Provide a measure of the program's efficiency.

**SUPPLEMENTAL NEW DECISION ITEM**

**Department** Secretary of State

**House Bill Section** \_\_\_\_\_

**Division** Elections

**DI Name** Elections Cost Transfer for 2020 General **DI#**2231001

**Original FY 2022 House Bill Section, if applicable** **12.095**

**6. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

# DECISION ITEM DETAIL

Budget Unit	SUPPL DEPT	SUPPL DEPT	*****	*****	*****	*****	SUPPL	SUPPL
Decision Item	REQUEST	REQUEST	SECURED	SECURED	SECURED	SECURED	MONTHS FOR	POSITION
Budget Object Class	DOLLAR	FTE	COLUMN	COLUMN	COLUMN	COLUMN		
ELECTION COSTS TRANSFER								
SOS OPERATING SUPPLEMENTAL - 2231001								
TRANSFERS OUT	6,300,000	0.00	0	0.00	0	0.00	0	0.00
TOTAL - TRF	6,300,000	0.00	0	0.00	0	0.00	0	0.00
GRAND TOTAL	\$6,300,000	0.00	\$0	0.00	\$0	0.00	\$0	0.00
GENERAL REVENUE	\$6,300,000	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00